

School Building Advisory Committee

May 27, 2014

Hartwell Multipurpose Room

Present: Becky McFall (Co-chair), Doug Adams (Co-chair), Owen Beenhouwer, Vin Cannistraro, Tim Christenfeld, Buck Creel, Peter Sugar, Gary Taylor

Remote Participation: Hathaway Russell

Absent: Ken Bassett, Steve Perlmutter, Maggy Pietropaolo

1. Approval of minutes

Doug Adams moved and Tim Christenfeld seconded a motion to approve the minutes for the meeting of May 20, 2014, with one revision. The motion passed unanimously.

One member asked if the Committee would revisit the minutes for the meeting of May 12, 2014, but it was noted that those minutes had been approved as revised and so no further discussion would be appropriate.

There was also a clarification that this SBAC would continue the practice of the previous SBAC in specifying the names of members who make or second motions, or who are volunteering for specific tasks, but that the minutes would not attach names to specific opinions or questions ventured in the course of the Committee deliberations.

2. Development of a RFQ

Buck Creel presented a revised draft of the RFQ, based on the discussions at the meeting of May 20, and incorporating the edits to the opening section prepared by Steve Perlmutter.

Doug Adams led the Committee through a page-by-page consideration of the draft RFQ.

There was a question about whether it would be appropriate to include part or all of the original SBAC report (dated November 21, 2013) in the materials that are to be distributed to potential proposers. There was a consensus that the listing of educational and physical priorities included in that report would provide useful information to the proposers, with the caveat that the SBAC may continue the discussion of which specific components we ask the consultants to estimate costs for.

There was a discussion of whether it would be better to hire separate firms for the two main tasks in the RFQ – one for providing cost estimates of the specific components and one for the development of the project options. The Committee came to the conclusion that, while this approach might offer some advantages, the disadvantages – a more complicated hiring and management process, and the risk of reduced buy-in from the second firm – outweigh the benefits, and so we will continue to look for one firm to complete all the specified tasks.

Approved 6/3/14

There was a discussion about what kind of firm we are seeking to perform the specified tasks – architecture, engineering, consulting, or construction. There is no clear answer, but the Committee understands that any proposer may present the qualification of other firms that would work as partners or subcontractors to provide the necessary expertise.

There was a discussion of what kind of cost estimates we would be asking the consultant to provide for the final project options. While it will not be possible for the consultant to provide a fully detailed cost estimate in the absence of a detailed design, it is important that any cost estimates have enough substance to withstand the scrutiny, expert or otherwise, of town residents.

The Committee reviewed the hiring schedule and its implications for the completion date. Buck Creel will prepare a new draft RFQ, for discussion at the SBAC meeting of Tuesday, June 3. If the Committee approves an RFQ at that meeting, and the School Committee approves the RFQ at a special meeting shortly thereafter, then the RFQ could be posted and advertised on June 4-6. The deadline for the submission of qualifications would be June 19. A subcommittee of 5 members of the SBAC would then select at least three finalists by June 24. (Doug Adams will be available to serve on that subcommittee, and will be able to review the submissions and provide input.)

The Committee decided to provide at least two weeks for the finalists to prepare their proposals. The aim is to complete the final selection by July 17, and to enter into negotiations with the first-choice finalist immediately following approval of the selection by the School Committee.

According to this schedule, the consultant would be starting the project at the very end of July. The Committee has therefore decided to specify a completion date of November 7, 2014, subject to negotiation with the firm that we hire. The Committee understands that this completion date may be too late to allow a town decision in 2014 about a new plan for the school buildings. It is more likely that a State of the Town meeting in the fall would provide another opportunity for town input into the development of the final set of building options.

3. Adjournment

The Committee adjourned at 9:30 p.m., following a motion by Vin Cannistraro, seconded by Owen Beenhouwer.

Respectfully submitted,
Tim Christenfeld