

School Building Advisory Committee

June 4, 2014

Lincoln School Library

Present: Becky McFall (Co-chair), Doug Adams (Co-chair), Owen Beenhouwer, Vin Cannistraro, Maggy Pietrapaolo, Peter Sugar, Gary Taylor

Remote Participation: Hathaway Russell

Absent: Ken Bassett, Buck Creel, Tim Christenfeld, Steve Perlmutter

1. Approval of minutes

Vin Cannistraro moved and Doug Adams seconded a motion to approve the minutes for the meeting of May 27, 2014, with two revisions. The motion passed unanimously.

2. Review and revision of RFQ

Version 3 of the draft RFQ was reviewed and discussed. The Committee reviewed comments and questions provided by Steven Perlmutter as they reviewed the RFQ. Revisions were made to the first and second bullet statements under section C. Project Goals and Scope based on the agreement that these should be broad statements and did not require this specificity at this stage.

The second bullet statement under, General scope of this study includes: was revised to add the statement, including project cost estimates. The last bullet in this section was eliminated.

Under Task Two, the second to last sentence was revised and the final sentence was deleted.

Section F heading was changed to Selection Criteria and Section G. Step 2 heading was changed to Finalist Selection Process.

Under section G. Finalist Selection Process, #4 was replaced with, The School Committee will seek to negotiate a mutually acceptable contract with the recommended firm.

Additional, corrections to word choice, punctuation, and grammar were made.

Peter Sugar moved and Gary Taylor seconded the approval of the RFQ with the noted revisions. The motion passed unanimously.

3. Selection Sub-committee

The Committee agreed that the RFQ Selection Sub-committee would be made up of five members of the SBAC. Five members present at the meeting volunteered to participate on the Selection Sub-committee; Doug Adams, Vin Cannistraro, Gary Taylor, Owen Beenhouwer, and Peter Sugar. There was discussion regarding the need for architectural and legal expertise as well as discussion of including members of the SBAC not present at the meeting. In the interest of moving the process forward, and in recognition that all members of the SBAC provided the expertise and skill that would serve the selection process well, it was moved by Maggy Pietrapaolo and seconded by Peter Sugar to approve the five members present at the meeting who expressed interest in participating on the Selection Sub-committee (listed above) as the Selection Sub-committee. The motion passed unanimously. Buck Creel will provide the Sub-committee with the timeline and information about the selection process.

4. Next meeting – June 10, Lincoln School Library

Agenda items:

- Discussion of components requiring cost estimates
- Develop the second briefing session for selected consultants as part of the RFQ process
- Discuss the public process and communication that needs to take place

Gary Taylor moved and Maggy Pietrapaolo seconded a motion to adjourn at 9:00. The motion passed unanimously.

Respectfully submitted,

Becky McFall