

TOWN OF NEWINGTON

TOWN HALL RENOVATION PROJECT BUILDING COMMITTEE

MEETING MINUTES

June 3, 2013

LOWER LEVEL CONFERENCE ROOM L101, TOWN HALL

- I. Call to Order –the meeting was called to order at 5:35 PM by Chairperson McBride.
- II. Roll Call – Members present: Scott McBride, Chairperson; Myra Cohen; Sharon Braverman; and Pam Raynock. Others present: Members of the public; Bob Korpak, Director of Facilities Management; and Jeff Baron, Director of Administrative Services.
- III. Public Participation – None.
- IV. Approval of Prior Meeting Minutes – Mrs. Cohen made a motion that the minutes of the May 20, 2013 meeting be approved as presented. A second to the motion was provided by Mrs. Braverman. The motion passed unanimously.
- V. Presentation by and Discussion with Kaestle Boos Associates – At the last meeting of the Committee staff recommended consideration of keeping Kaestle Boos Associates as the project architect as a matter of expediency. The public expects a full and open selection process for the project architect. They should have confidence in the firm selected to design these projects. The firm should be selected by the Committee members who are on the Committee now and who will have to work with the architect. The architect should be selected for this specific design. Kaestle Boos Associates is a qualified firm of good quality that has worked on many projects for the Town, but to just select them without considering any other firms smacks of favoritism. Staff is also concerned about Kaestle Boos Associates making a fee proposal that would be public knowledge and used against them if the Committee decided not to recommend them to the Town Council. Kaestle Boos will not be making a presentation to the Committee at this meeting. Staff still does not recommend a design competition for the reasons discussed at the May meeting. Staff does recommend that the Committee issue a Request for Proposals to allow for an open and transparent selection process.

Mr. Baron distributed a draft of a Request for Proposals document, requesting qualification statements from architects that would lead to proposals from the finalists who are interviewed. Mrs. Cohen asked if site selection for the

Mortensen Community Center was included in the RFP. The Committee has determined it is better to have separate buildings for the Town Hall and the Mortensen Community Center and has identified a location for the Community Center. Fiscal and design considerations will determine if it is possible to build the Community Center in the location identified. If this is not feasible, the architect would be involved in any decision regarding further relocation of the Community Center. Revisiting Community Center site selection is not specifically included in the RFP draft that was distributed.

Mrs. Braverman inquired if parking design was included in the RFP. Parking was not highlighted, as it is one many areas of concern that the architect will need to address in order to provide a total design for the two buildings. The Committee was asked to review the draft of the RFP and to contact Mr. Baron with any requested changes. Changes can be made before the legal ad appears in the newspaper on June 11th. Mr. Baron will contact Chairperson McBride regarding any requested changes, and if such requested changes are significant the Committee could hold a meeting before June 11th to discuss them. Mrs. Cohen made a motion that the Committee move forward with Project Architect selection by issuing a written Request for Proposals, pending review by the Project Building Committee members to determine that the Request for Proposal document presented is acceptable. A second to the motion was made Mrs. Raynock. The motion passed unanimously by a vote of 4 YES to 0 NO.

- VI. Recommendation to the Town Council Regarding the Project Architect – The Committee will not be making a recommendation to the Town Council at this meeting. It is anticipated that a recommendation can be made to the Town Council for consideration at the Council’s July 23rd meeting. Qualification statements would be received two weeks after the legal ad runs in the newspaper. They would be reviewed by staff to determine if the respondents are qualified. The qualification statements to receive further consideration would then be distributed to the Committee. The Committee would meet on their regularly scheduled meeting date of July 1st to determine how many firms and which firms they wish to interview. Interviews would be held on Monday, July 15th and a recommendation would be made to the Town Council at that time. Fee proposals would be requested of the firms to be interviewed. This is the process that the State requires for the projects that they fund, and which the Town has been using. The Committee agreed by consensus not to use a prepared matrix for assigning a numerical score to each respondent and not to require assistance from Downes Construction in the architect selection process.
- VII. Any Other Business Pertinent to the Committee – None.
- VIII. Public Participation – Rose Lyons, 46 Elton Drive. Kaestle Boos Associates is a reputable firm. She can see how selection of them without considering others could be perceived as favoritism. Madey Kenny was at the previous

meeting and, although she did not speak, had the same concerns as were expressed by Myra Cohen. Thanks to Mrs. Cohen for her comments. She has heard horror stories from other projects about firms that were picked as the lowest bidder who were not the most qualified. She requests that the Committee consider qualifications and not just fees. Is there a firm number the Town is going to spend for the entire project, and what is the figure for the off-site premise for Parks and Recreation? The Committee can't say yea or nay if it doesn't know.

- IX. Committee response to public participation – Mrs. Cohen stated that the architect would be selected based on their presentation. For professional services the Town is not required to award to the firm with the lowest price. There would be an estimated budget for the full amount of the project. Mrs. Raynock asked what the amount was that the Committee had to spend. Mr. Baron replied that the amount was roughly \$17 million, of which approximately \$1 million is already set aside for fees. Mr. McBride noted these are general figures and not hard costs. The amount will ultimately be determined by factors such as the Town's bonded debt limit and the needs of the Board of Education. Mr. McBride stated that the project will go to referendum, and that the will of the people will be the right way to go.
- X. Adjournment – the meeting adjourned at 6:18 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services