

TOWN OF NEWINGTON

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ANNA REYNOLDS SCHOOL PROJECT BUILDING COMMITTEE

2021 FEB -3 AM 8: 52

SPECIAL MEETING MINUTES

January 28, 2021, Zoom Event


Town Clerk

- I. Call to Order – Committee Chairperson Stephen Woods called the meeting to order at 5:15 PM.
- II. Roll Call – Members present: Stephen Woods, Chairperson; Michael Camillo (participated at 5:17), Chris Miner, Steven Silvia, Cindy Stamm, and Jeremy Whetzel. Others present: Chuck Warrington and John Koplas, Colliers International; Paul Vessella, Newington Board of Education; Maureen Brummett, Ph.D., Superintendent of Schools; Lou Jachimowicz, Chief Finance and Operating Officer; Jason Smith, Principal, Anna Reynolds School; James Krupinski, Town Clerk; and Jeff Baron, Director of Administrative Services.
- III. Take Action on Prior Meeting Minutes – Mr. Camillo made a motion that the minutes of the Committee’s January 14, 2021 meeting be approved as presented. A second to the motion was made by Mr. Miner. The motion passed unanimously by a vote of 6 YES to 0 NO.
- IV. Public Participation – None.
- V. Discuss and Take Action on Subcommittee Recommendation(s) – Mr. Woods stated that the subcommittee that had been formed after the previous Project Building Committee meeting had a great meeting last week. An email had been sent out notifying the Committee as a whole who was being recommended for further consideration. He then turned the meeting over to Mr. Warrington. He stated that Mr. Koplas will distribute the letter that will be sent out to the remaining firms that are still being considered. The subcommittee consisted of Mr. Woods, Mr. Camillo, Dr. Brummett, Mr. Jachimowicz, and Mr. Smith, with input from Collier’s. As stated at the last meeting, every firm that submitted a Qualification Statement is qualified. Colliers has worked with many of them and is working with some of them currently. The subcommittee settled on seven firms. They are Drummey Rosane Anderson Architects of South Windsor; Friar Architecture, Inc. of Farmington; JCJ Architecture of Hartford; Kaestle Boos Associates, of New Britain; Kenneth Boroson Associates, of New Haven; Silver Petrucelli + Associates, of Hamden; and Tecton Architects, of Hartford. Mr. Warrington discussed each of these seven firms and their primary subconsultants. All the firms recommended had good reputations, with pretty good teams behind them. Mr. Woods added that the subcommittee got it narrowed down to seven firms, and was looking for approval from the Committee as a whole that you are OK with what the subcommittee did. There were so many firms, selection was more who we worked with before, who we know that has done a good job through personal experience or from recommendations of other team members, through the trades and people who sat on the Committee. We will take a much harder look at these seven, narrow it down to the four that we will bring back to the

Committee. After we get to those four we will have full interviews with the Committee to select the architect who is going to take us through the project. He thinks we have seven good firms at this point, from which to narrow our list to four. Mr. Woods then opened discussion up to the Committee to see what their thoughts were. He told the Committee members that if they had anything to add, delete, or change this was the time to speak up. Mr. Whetzel asked about Silver Petrucelli + Associates, and their in-house MEP (Mechanical, Electrical and Plumbing) engineering services. What differences does that bring and what is the benefit to the Committee? Mr. Warrington responded that, from a cost perspective, Silver Petrucelli + Associates can control that. It is not that much different from the other firms. Many of the other firms have worked together on past projects. Most firms have 2-3 MEP firms they have worked with on other projects. This off sets the value of having a MEP firm in house. Mr. Silvia stated that he had reviewed the documentation and inquired if there was any software, such as Autocad, that would be required. Mr. Warrington stated that the industry standard today is Autocad REVIT. He did not know of any firm that would not use it. All of the respondents would. Mr. Miner stated that it was a daunting task to get to seven firms. Was there any reason not to involve the whole Committee so they would know how we went from seven to four? Mr. Woods replied that he was trying to move the process along quickly. Initial interviews are scheduled for next Wednesday. The subcommittee will bring the short list back to the Committee as a whole and tell them why those firms were selected. He thought that was the most efficient way. All seven firms are being notified and interviews are being set up. Colliers is here to facilitate. Mr. Silvia offered the suggestion to document what the vetting process was. The Town may be challenged 3-6 months out. If the vetting criteria is documented you then have an historical archive to share with future individuals who serve on the Committee or with anyone who challenges the process. Mr. Woods stated that the subcommittee would do that for getting from the seven firms down to four finalists. The next round will be scored. He was looking forward to meeting with the elite players of each of the seven remaining firms to see what they know about our school. He also expects the pricing to be close. Mr. Warrington interjected that the Town was not requesting pricing at this point. Mr. Silvia reiterated that we should document the vetting process so there is a history of how we got to the decision point.

Mr. Miner felt that, with seven firms left, by allowing the full committee to hear the initial interviews with the seven firms would further substantiate and assist in the final selection after the four finalists have been determined. After the four finalists have been selected a formal scoring methodology will be used. Mr. Woods agreed, it is a really formal process after we are down the final four. He asked if the rest of the Committee wished to be involved? It will only be a recommendation. Mr. Warrington noted that the initial interviews of the subcommittee with the seven remaining firms would be the following Wednesday (February 3rd) from 8:00 to shortly after noon. Mr. Miner stated that he would like the opportunity to listen in. He wanted to hear the process. It will be a lot easier for him with an understanding of how the firms get there. Mr. Silvia stated that he also intended to listen in.

The process was then discussed, with Mr. Krupienski stating the Committee could use a breakout room on Zoom. Mr. Warrington offered to do an analysis when the cost proposals are received. Ms. Stamm asked if Mr. Silvia was referring to the vetting process for all 16 respondents. Mr. Silvia replied that the Town should document any criteria for getting from the original 16 to 7, then the criteria for getting from 7 to 4, then the criteria that will be followed after the interview process to get from 4 to 1. Mr. Miner stated that is the easiest way for the final selection, to have an historical value, then a formal scoring system. Mr. Woods noted that price does not dictate for professional services. Previously no one came to

interviews, but we live in a different world now. Mr. Camillo stated that the process of having a Request for Qualifications followed by a Request for Proposals was more efficient. Mr. Woods reiterated that he was trying to expedite the process. Once the Committee picks an architect, its work will slow down. Then, after the Schematic Design Phase is reached, the Committee will meet regularly. It was agreed by consensus that the subcommittee would hold preliminary interviews with the seven firms identified, on February 3rd. It would then present its recommendations to the Committee as a whole on February 4th at 5:15 PM. Other attendees beyond the subcommittee will be able to listen in but not participate. Mr. Woods said that he felt comfortable with moving forward. Mr. Krupienski noted that the invitations to the informal interviews would be issued by Colliers, who can also coordinate with his office as necessary.

- VI. Any Other Business Pertinent to the Committee – None.
- VII. Public Participation – Susan Mazzocoli, 49 Harris Drive, spoke about contacting the Freedom of Information Commission to be certain the Town is following the law.
- VIII. Comments by Members – None.
- IX. Adjournment – the meeting adjourned at 6:07 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services