

Ad-Hoc Academy Elementary School Architectural Services Contract Negotiation Committee

2/19/2016 Meeting Minutes

In Attendance:

Members: Eric Dilner, Stephen Dowler, Al Goldberg, Bill Freeman, Matt Williams and Bruce Wilson

Town Liaison: Mike Ott

Public: Joan Walker

The meeting started with Mr. Goldberg moving to elect Mr. Williams as Chairperson of the committee, Mr. Wilson seconded the motion. The vote was unanimous in favor of the motion.

Mr. Williams called the meeting to order at 7:35 am.

Mr. Williams then read the charge of the committee.

Mr. Ott explained the process and that it was not a competitive bidding process but was a qualification based selection process for procurement of professional services. Centerbrook Architects was chosen as the architect and will include a team of consultants. This committee will take the RFQ and get more detailed to determine and negotiate what scope of services is needed, the schedule of timing and the fee schedule. If Centerbrook and this committee can't come to an agreement, then the committee would go to the second choice of architects. This process is the top tier process to follow, allowing for a smoother path to any grant money that may cover future costs.

Mr. Ott then explained the two phases of the RFQ. Phase 1 is to determine what it will cost to sure up the building, identify any issues and how to remedy those issues to make it whole. Phase 2 is to determine all phases of design for the Regional Arts Center.

Mr. Williams then explained the following phases of architectural design for commercial/public buildings:

Conceptual Design – 2% - 5% of effort

Schematic Design – 30% - 35% of effort (inclusive of estimates of costs)

Design Development

Construction Documents – together these remaining steps make up the remaining 60% - 65% of effort for completion of design costs.

Mr. Goldberg then gave the committee on what the Board of Selectmen (BoS) had envisioned over the last three years of working with Shoreline Arts Alliance (SAA). The ability to get estimates of costs for a Cultural Arts Center. This will enable the BoS to show what it will cost the taxpayers if they approve a vote to move forward with the Cultural Arts Center and what it will cost the taxpayers to sure up this town asset.

Mr. Freeman and Mr. Dilner reiterated some of the history and steps that the Bos and SAA has taken over the last 3 years to try to get this to the taxpayers for approval.

It was noted by Mrs. Walker that there is a need for these costs to negotiate a lease with SAA.

Mr. Ott explained that there can be a bright line or a fuzzy line between the two phases. For example, what is done to the mechanicals for sure up vs future use as a Cultural Arts Center will be impacted by various code compliance may change the estimate of cost.

A discussion ensued among the members of the committee as whether a bright or fuzzy line should be drawn. Mr. Ott and Mr. Williams noted that Centerbrook was chosen because they have extensive

experience in these types of projects and that it might be beneficial to bring them into this discussion on the various areas to determine what should be a bright and what should be a fuzzy line. There was agreement among the committee members that this was appropriate.

Mr. Williams noted that another item that should be requested is a non-committal opinion of overall fees. Mr. Dilner noted that the committee should also be looking at how the project can be phased in allowing for funding over time.

A meeting schedule was agreed upon

2/25 – 7:30 am – 9:30 am – with Centerbrook

3/3 – 7:30 am – 9:30 am – potentially with Centerbrook

3/10 – 7:30 am – 9:30 am – if needed

3/17 – 7:30 am – 9:30 am – if needed

It was agreed that Mr. Ott would be the point of contact

Mr. Freeman moved to adjourn, Mr. Wilson seconded the motion. The meeting was adjourned via unanimous vote at 9:05.