

Minutes
Somers BOE Planning Committee Meeting
November 12, 2018

In attendance: David Palmer, Barbara Capuano, Jeremy Anderson, Rick Lees, Sarah Moynihan-Bollinger (via conference call), Bill Boutwell, Brian Czapla

Meeting was called to order at 6:00pm

Bill Boutwell (Business Manager) presented the long-range facilities projects slated for school year 2019-20. The major projects which will require significant management and oversight are the SES oil tank removal, SHS auditorium lighting, and SHS track replacement. Most projects will require a formal bidding process. The school district is currently in the initial planning phases for the projects. Most of the larger projects (excluding the track) will be completed over the summer of 2019. The Planning Committee will provide oversight of the projects and make recommendations to the full Board. The Board will formally approve all contracts. Projects that can be submitted to the state for potential reimbursement (SES oil tank and roof replacements) may require a designated building committee to provide oversight.

Tentative Track timeline:

Objective: The BOE wishes to retain the most qualified firm to plan, develop, and manage the track facility project. To that end, the following tentative timeline has been established.

November 14, 2018: Advertise for firms to competitively bid on professional services. Firms at this phase will submit proposals to a request for qualifications. No financial information will be submitted at this time. The intent is to select the most qualified vendors to interview. Formal bids will be submitted prior to interviews.

November 28, 2018: A mandatory bidder walkthrough to better understand our needs as well as possible locations.

December 12, 2018: All responses to Request for Qualifications due at 4PM.

December 14, 2018: Planning Committee Members may pick up proposals from Central Office. A rubric will be provided to help with proposal analysis. Review should focus on selecting the highest qualified firms to be brought in for an interview.

January 3, 2019 (6:00pm): Planning Committee Meeting to review, discuss, and evaluate proposals and select vendors to be interviewed by the Planning Committee. If no firm is deemed as qualified, the process will be re-evaluated.

January 8-10, 2019 (6:00pm): Planning Committee to interview firms selected as the most qualified. Approve firm to be recommended to the full BOE. If no firm is deemed as qualified,

the process will be re-evaluated. Firms selected for interviews will submit formal project management bids to be evaluated.

January 14, 2019 (Regular BOE Meeting): Motion made to the full board authorizing the Superintendent to enter into contract negotiations with firm recommended by the Planning Committee.

Meeting adjourned at 6:40pm