

South Windsor Public Building Commission
Minutes – Special Meeting June 5, 2017

A special meeting of the Public Building Commission was held on June 5, 2017 at 5:30 PM at the Administrative Offices, 1737 Main Street, South Windsor. The following people were in attendance:

Members Present: Matthew Beaulieu, Kathy Daugherty, Carol Kelley, Phil Koboski, Matthew Montana, Edward O'Connell and Bernard Thomas (6:15)

Also Present: South Windsor Public Schools Representatives, Kate Carter and Patrick Hankard; Colliers International Representative Chuck Warrington

Chairman Koboski called the meeting to order at 5:30 PM. Prior to moving forward with the meeting he welcomed incoming commission member, Kathy Daugherty.

Approval of Bids for Furniture and Technology Items: Mr. Warrington provided commission members with details regarding the furniture and technology bids and indicated that Colliers recommended that the commission award them as presented. He did note; however, that SW 13, is not being purchased under the DAS contract, but would be purchased on the municipal contract and that of the \$3,081.60 total, only \$1,000 would be reimbursable. He noted that there remains \$18,000 of furniture that was not bid and that the furniture expenditures are under the budgeted amount by \$40,000. Mr. Warrington responded to commission member questions.

A motion was made by Mr. Montana, seconded by Mr. O'Connell to award the following furniture bids totaling \$225,111.25. Motion passed unanimously. (6-0)

- SW-1 to Insalco Corporation in the amount of \$72,628.93.
- SW-2 to W.B. Mason in the amount of \$96,105.06
- SW-6 to Kittredge Equipment in the amount of \$5,319.75
- SW-7 to Hillyard, Inc. in the amount of \$14,626.45
- SW-8 to Lakeshore Learning Materials in the amount of \$3,044.36
- SW-9 to Fisher Scientific Company in the amount of \$2,204.69
- SW-10 to Creative Office Pavilion in the amount of \$4,766.10
- SW-11 to Red Thread Spaces LLC in the amount of \$22,508.71
- SW-12 to Robert H. Lord in the amount of \$825.60
- SW-13 to Robert H. Lord in the amount of \$3,081.60

Mr. Warrington provided a brief overview of the technology purchases, noting that the number of i-pads had been reduced from the original plan. Currently the quote is for 270 student i-pads and 5 teacher i-pads. He noted that the only way to purchase the devices is through Apple and that the quotes were within the estimate. The second quote being presented is for screen protectors for the devices.

A motion was made by Mr. O'Connell, seconded by Mrs. Kelley to award Apple Inc. Education quote #22044053194, dated April 10, 2017, in the amount of \$80,875.00. Motion passed unanimously (6-0)

A motion was made by Mr. Beaulieu, seconded by Mr. O'Connell to award USBL quote #5541 dated May 15, 2017 in the amount of \$1,361.25. Motion passed unanimously. (6-0)

Approval of Issuance of Request for Proposals (RFPs) for Architectural Services for Phase II

Mr. Warrington provided commission members with the RFP and reviewed the details of its contents. He noted that the Town Attorney had reviewed the documents and provided comments. He provided commission members with the rating sheet for the responses to the RFQ that had been utilized and provided them with the proposed rating sheet for the response to the RFPs. Both systems were utilized during Phase I of the project and were successful. Commission members approved of the rating methodology. He reviewed the timeline, noting that proposals are due on June 15 and will be opened publically on June 21 at which time the commission will shortlist the architectural firms for interview. Mr. Warrington advised the commission that in advance of the issuance of the RFPs he had requested each of the six firms to provide one or two schools for the commission to possibly tour.

A motion was made by Mr. Montana, seconded by Mr. O'Connell to authorize the issuance of the Request for Proposal to the six shortlist firms. (Antinozzi Associates, Drummey Rosane Anderson, Quisenberry Arcari, Moser Pilon Nelson, Svigals and Partners, Tai Soo Kim Partners). Motion passed unanimously. (7-0)

Proposed Executive Session pursuant to C.G.S. Sections 1-2006(6)(E) and 1-210(b)(5)(B): Review of OPM Responses

A motion was made by Mrs. Kelley, seconded by Mr. O'Connell to adjourn to executive session for the purpose of discussing responses to the RFQ for Owner's Project Manager services for the Eli Terry and Philip R. Smith Elementary School Project. Further move to invite Dr. Carter and Patrick Hankard to join the executive session. Motion passed unanimously. (7-0)

The executive session was adjourned by consensus at 6:30 PM.

Discussion and Possible Action Regarding Response to Owner's Representative Request for Proposals (RFP) for Phase II

Mr. Hankard provided information regarding the RFP, noting that it was very similar to that which was used in Phase I. The responses will be due on June 15th at which time they will be opened publically. At a special meeting on July 10 he recommended that the commission interview all four respondents. That meeting will begin at 4:30 PM.

A motion was made by Mr. Montana, seconded by Mrs. Kelley to send Requests for Proposals for Owners Representative Services to the following firms: Arcadis, Colliers International, CREC, and CSG Group. Motion passed unanimously. (7-0)

Adjournment

On a motion made Mrs. Kelley, seconded by Mr. O'Connell, the meeting was adjourned at 6:35 PM. Motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ann M. Walsh". The ink is dark and the signature is fluid.

Ann M. Walsh, Clerk