TOWN OF TRUMBULL
CONNECTICUT

Town Hall
5866 Main Street
Trumbull, Connecticut 06611

Senior/Community Center Study and Planning Committee
Thursday, March 31, 2016
5:00 pm
Long Hill Conference Room, Trumbull Town Hall

Present: Co-Chairmen Joseph Pifko and Daniel Marconi; Committee Members Joseph Costa, Jeannine Stauder, Rachel Yahwak, Richard Seaman and Dawn Cantafio

Also Present: Lynn Arnow, Chief of Staff; Dawn Savo, Assistant Finance Director; Kevin Bova, Purchasing Director

Absent: Lori Hayes-O'Brien

The meeting was called to order by Co-Chairman Pifko at 5:05 pm followed by the Pledge of Allegiance.

Public Comment

Joan Hammill, 6 Sally Ann Drive – noticed there are two resolutions being considered for the senior center for a good deal of money. Unsure if this was the right place to express her thoughts but questioned why money would be considered when there is a possibility of building a new senior center. Mr. Pifko replied that the Committee is not in charge of that area, the Town Council would be. He stated that the money would be transferrable to a different site.

Marshall Marcus, 99 Stonehouse Road – does not use the center because he does not have an interest in it at this time. He spoke about the flawed survey taken noting that individuals could answer the survey from different computers, through the town website or Facebook multiple times. Survey Monkey cannot track that type of occurrence. He is aware of several answers that cited a swimming pool/community center. He felt that with $175,000 allotted to the committee, it was time to resurvey the needs of the community. There were very few people who were reached. Most seniors, who are not active in the center currently, are not necessarily good with computers. A computer driven survey with links on it did not reach the community and felt a bulk mail could be done with the money available.

Cindy Katske, 129 Meadowview Drive – noted she had gone on record that she thought more surveys and research should have been done and thought that was how the committee was going to proceed based upon the minutes of the December 3, 2015 meeting stating "Now the Committee needs to be more conscious of doing a mailing because of the residents who did not know what was going on as mentioned at the public hearings. We now need to look back on why the mailing was not done initially and why we should do it now. Mr. Pifko stated he was not comfortable with moving forward with the information the Committee currently has collected." She felt the Committee should have continued to reach out to the community. Stated she was criticized for suggesting we follow the Newtown lead and mail to every household. Newtown did receive grant money and had the luxury of doing a resident mailing. She felt it was important, because it involves taxpayer money, to spend up front to get the feedback needed before moving forward. She was also concerned about the name and the charge of the committee. It was been changed to Senior/Community Center Study and Planning Committee but the Town Council has never passed a resolution changing the name of the committee or the charge. She felt the Town Council should have passed a resolution removing "and Library" and from the charge as everyone is in agreement that the committee is not going to work on a Library facility.

Past Minutes

Motion was made by Mrs. Yahwak to approve the minutes of March 23, 2016 as written. Mrs. Stauder asked for clarification regarding the request to have Mr. Marsilio work on the RFQ and the mention of Mr. Bova. The clerk clarified that the statement made by Mrs. Arnow regarding Mr. Bova was part of the motion discussion and that a full motion was made. Motion seconded by Mrs. Stauder. One abstention by Mrs. Cantafio, approved.

Discussion of RFQ for Design Professionals

Kevin Bova, Purchasing Director, noted he was requested to put out an RFQ for the senior/community center. An RFQ has been written with the assistance of Mr. Marsilio. The Committee will need to approve the RFQ and once it is approved it will be published. There will be a ten day deadline. Then the committee will have the qualifications to do interviews. Fee samples are included to look over and evaluate. The architect will be selected to provide the schematics for the project. From that point, the purchasing policies will be followed. A letter of award will be done and then a contract. From that point a purchase requisition will be completed to move forward with the selected architect. This will happen approximately two weeks after the selection is made.

All committee members were provided a copy at the meeting. Review of process was made by Mr. Bova:

1. Formal bid proposal stating we are looking for architectural services
2. Mrs. Pires will put an account number on it and sign the sheet
3. The proposal will be given to Mr. Bova for posting
4. Deadline will be set for a sealed bid with qualifications
5. Bids will be opened and copies will be sent to the Committee for evaluation
6. Fee samples for hourly rates will be included to look at costs

7. Architect will be chosen that best suits the needs of the project
8. Award will be made with a letter of award and contract
9. Architect will then be included in the meetings for discussion of the project including site surveys which is included in the scope of work. This also includes repurposing the building.

Mr. Costa felt the Committee should review the RFQ before a vote is taken. He stated he would like to see a couple of items in the RFQ and felt it should be broken up into a two part RFQ or proposal. The first part should be a feasibility study and within the feasibility study, the site evaluation should be limited to one or two sites. He does not want the team to spend a lot of time and money and that does not result in a definitive selection. For the one or two sites, as part of the deliverable, there would be a conceptual plan and site plan using the program the Committee approved. Along with the sketches should be a schedule and a statement of probable costs including construction costs and soft costs. The Committee would then have a site plan, a schedule and the cost associated with the project. He is unsure of what sites they would charge the design team to evaluate. The Committee needs to decide where to direct the design team to focus their efforts. Mr. Bova noted that those questions will be answered when an architectural firm is selected.

Mrs. Savo, Assistant Finance Director, noted that RFQ is to choose an architect and later the specifics would be in a task order against the RFQ and you can do those piecemeal. We do not want to hold up the RFQ. By advertising, you will get qualified firms that can do a variety of projects and the Committee will review the qualifications. Once the fee schedule is decided, then specific tasks will be decided for them to do such as a feasibility study on two sites. There is a limited amount of funds authorized at this time. Mr. Costa questioned the threshold of qualifications related to this specific project. Mr. Bova noted it is included in the RFQ.

Mr. Seaman asked how many firms might send in proposals for review. Mr. Bova felt 6-10 firms would submit a proposal. Mr. Costa felt the RFQ was an on-call document and would like more specifics on what the Committee is looking for on the project. He would like to review the RFQ to see what is best and most expeditious for the committee. Mr. Marconi would like the Committee members to review the RFQ and submit comments through the chairman to be discussed with Mr. Bova. It was felt the Committee would vote on the RFQ but any changes necessary could be incorporated into the document prior to the vote. Mrs. Yahwak questioned what an on-call proposal means. Mr. Bova explained it was a general proposal for work to be down within the town. However, this RFQ specifically states senior/community center. Selection process is included in the RFQ. Questions regarding the RFQ can be sent directly to Mr. Bova, copied to the chairs of the committee.

Mrs. Cantafio noted the budget approved for this stage of the project is $175,000.

Addendums can be made to the bid at any time prior to the deadline should any changes be necessary. Any questions posed by firms will be distributed to all responding firms with appropriate information.

It was decided to have a Committee meeting on Wednesday, April 6, 2016 at 5:00 pm in the Long Hill Conference Room after review of the RFQ.

Mrs. Savo questioned who would field any questions from firms regarding the bid. It was decided that Mr. Bova or Mrs. Savo would field these questions and post appropriately. The Co-Chairs will be contacted regarding any questions to keep them up-to-date. A summary will be provided to the Committee members.

Mr. Bova left the meeting at 5:38 pm.

Mrs. Cantafio questioned whether another presentation will be made to the Town Council. Quarterly reports will be made; the next one will be in June. Updates can be made to the Council at any time.

Adjournment
There being no further business, motion was made by Mr. Costa, seconded by Mr. Marconi, to adjourn the meeting at 5:40 pm. Approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk

These minutes are considered a draft until approved at the next meeting of the Senior/Community Center Study and Planning Committee.