

**TOWN OF TRUMBULL
CONNECTICUT**

Town Hall
5866 Main Street
Trumbull, Connecticut 06611



Senior/Community Center and Library Study Building Committee

Sub-Committee For Review of RFQ Submissions
Wednesday, May 4, 2016
5:00 pm
Long Hill Conference Room, Trumbull Town Hall

Present: Chairmen Joseph Pifko and Daniel Marconi, Sub-Committee Members Dawn Cantafio, and Joseph Costa (entered at 5:10 pm)

Also Present: Lynn Arnow, Chief of Staff; Kevin Bova, Purchasing Director and John Marsilio, Director of Public Works

The meeting was called to order by Mr. Pifko at 5:08 pm followed by the Pledge of Allegiance.

Mr. Pifko noted this is a sub-committee meeting, not a full committee meeting and explained there would be two sessions to the meeting. First they would review the matrix used to score the applicants and that session would be open to the public. Two examples were distributed to the sub-committee for review and modification. Mr. Bova would then explain the bid process. At the point when the binders are opened from the applicants, the sub-committee would go into Executive Session and evaluate them. After the applicants are reviewed, the sub-committee will submit to the full committee a group of contractors they feel should be interviewed. Those interviews will be in public. The actual ranking of the firms will be in Executive Session.

Mrs. Arnow noted the two sheets before the sub-committee are templates the town has used in the past to develop a ranking for the RFQs.

Mr. Costa entered the meeting at 5:10 pm.

Mr. Pifko read Sec. 1-210 Access to Public Records. Exempt Records (24) from the Office of Governmental Accountability Freedom of Information Commission as follows:

“(24) Responses to any request for proposals or bid solicitation issued by a public agency or any record or file made by a public agency in connection with the contract award process, until such contract is executed or negotiations for the award of such contract have ended, whichever occurs earlier, provided the chief executive officers of such public agency certifies that the public interest in the disclosure of such responses, record or file is outweighed by the public interest in the confidentiality of such responses, record or file;”

Mr. Marsilio noted the matrixes presented to the sub-committee have been used by the town to rate applicants in the past. They focus more with engineering firms but the sub-committee will be dealing along the lines of creative and intellectual property. He shared there is no cut and dry way to rate the applicants. It doesn't have to add up to 100, it can add up to whatever you want with the ranking system put into place. It is important to establish the criteria that the committee feels is most important for the design team that you want to hire. Added to that should be some of the boiler plate items such as financial liability, size of the firm, location, etc. Then, these items should be weighted so that the most important ones would get a higher rating. Every firm has different strengths and abilities. One thing that is not done at this stage is consideration of hourly rates or cost. At this time you are buying creativity and the intellectual property they are able to provide. You don't want be in a position where you could be criticized for not taking a low bidder. You want the best firm for this job and the fees, at this point are irrelevant. Mr. Marsilio stated that when the committee is going to contract, then it becomes a budget issue. If the first firm is too much, you would go to the second firm and evaluate them again at that time. He suggested, with respect to the matrix, to include license, experience regionally, names and resumes of those people they intend to assign to the project, projects done, did they adhere to the budget, was the schedule met, quality check through reference checks with previous customers and capacity to handle the project.

Mr. Marsilio noted the committee has been considering a couple of sites and they might need to incorporate some experience on the firms part for site evaluation and geotechnical experience; not necessarily for the firm to have it but who does it for them.

Mr. Bova stated this is an RFQ for qualifications only. This is for architects the committee feels have done related projects in CT and the scope of work in the qualifications. The committee will take all 12 applicants and review all 12 with the matrix. Out of the 12, 4-5 will be chosen who are best suited to move forward with an RFP. These applicants will receive an RFP which will cover the items discussed by Mr. Marsilio with a little more detailed scope. These applicants will then give a proposal. Whoever wins the RFP, which could be low bidder or best qualified and within the budget, the RFP will be awarded to that architect. Mr. Marsilio reiterated that the low bidder will not necessarily be awarded the project. Mr. Bova stated it is the best qualified who meets the needs of the town. The firms will be interviewed before the RFPs. Mr. Marsilio and Mr. Costa also recommended that approach. Mr. Bova noted the committee is only looking for qualifications at this time and if the firms do not meet the qualifications,

they will not be interviewed. If all meet the qualifications, the top 4-5 will be chosen. Only those firms will be given the RFP including fees and scope of work. However, the RFP is not opened until you have graded all of the respondents and the interviews have been conducted.

Once the architect is selected and they present their site evaluation, if it is approved, the architect would be hired as owner's representative and then it would go out for a construction team and build team. Mr. Costa noted the scope of work and information would need to be presented to the Town Council for approval for funding. Funding to date is for the design of the project.

Mr. Marsilio questioned what type of project they were considering: Design Bid Build, Construction Management, Construction Management and Advisory, Construction Management at Risk. At this point, the town has started with Design Bid Build and it is too late to go in any other direction. Mr. Marsilio noted that when the job is designed and advertised, when it is bid out, it will be very difficult not to go with the low bidder unless there is a very serious deficiency. It is not too late to RFQ a construction management firm. Mr. Costa felt that would be the next step after the architect is on board. With this, you have value engineering going on during the entire design process. You will have a design team designing the project and a construction manager who would be looking at it from a constructability point of view. He recommended not continuing with a design bid built delivery method, but going to the construction management format. If it is at risk, the contracts are with the construction manager; if it is advisory, the contracts are with the town. If it is an advisory, you must take the low bid contractor.

The two matrixes were reviewed and adjusted to fit the project needs.

Mr. Marsilio left the meeting at 5:45 pm.

Motion was made by Mr. Costa to use the matrix as amended. Seconded by Mr. Marconi and approved unanimously.

Executive Session

Motion was made by Mr. Pifko to enter into Executive Session at 5:56 pm to review the applicants. Seconded by Mr. Marconi and approved unanimously. Attendees of the Executive Session included Mr. Pifko, Mr. Marconi, Mrs. Cantafio, Mr. Costa, Lynn Arnow, Kevin Bova, Mark Block (Town Council) and Edna Colucci (Town Council). Motion made by Mr. Marconi to exit Executive Session at 7:07 pm. Seconded by Mrs. Cantafio and approved unanimously.

Next Meeting: Tuesday, May 10, 2016 at 7:00 pm in the Long Hill Conference Room.

Adjournment

There being no further business, motion was made by Mr. Marconi to adjourn the meeting at 7:07 pm. Seconded by Mrs. Cantafio and approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk

These minutes are considered a draft until approved at the next meeting of the Senior Center/Community Center Sub-Committee.