

**TOWN OF COLCHESTER
SENIOR CENTER BUILDING COMMITTEE
FEBRUARY 11, 2020 – 7:00 P.M.
TOWN HALL**

MINUTES

RECEIVED
COLCHESTER, CT

2020 FEB 13 PM 5:37

Members in Attendance: Chairman Anthony Tarnowski, Vice-Chair Marilyn Turner, Sean Nadeau, Kevin Hastings, Joe Ruiz, Ron Silberman

Alternates: Geraldine Transue, Madelyn Starkey

Members Absent: Majorie Mlodzinski,

Alternates: None

Others Present: Director of Senior Services Patty Watts

Gayle Furman
GAYLE FURMAN
TOWN CLERK

1. **Call to Order:** Chairman Tarnowski called the meeting to order at 7:00 p.m.
2. **Seating of Alternate members:** Chairman Tarnowski called for an alternate member to be seated in M. Mlodzinski's absence. R. Silberman motioned to seat alternate M. Starkey as a voting member, seconded by J. Ruiz. Vote was unanimous. **MOTION CARRIED.**
3. **Amendments to Agenda:** None
4. **Citizens Comments:** Paul Picard, as a previous member of both the Colchester Elementary School and William J. Johnston Middle School building projects, encouraged members to choose an architect they can work with. He attended the interviews and feels any of the firms can do the job but was personally impressed with Silver/Petrucelli & Associates.
5. **Approval of Minutes of January 28, 2020 and February 4, 2020:** S. Nadeau motioned to approve the minutes of the January 28, 2020 meeting, seconded by M. Turner. Vote was unanimous. **MOTION CARRIED.** S. Nadeau motioned to approve the minutes of the February 4, 2020 meeting, seconded by J. Ruiz. Vote was unanimous. **MOTION CARRIED.**
6. **Correspondence:** Chairman Tarnowski received notification from the Town Clerk that there will be a FOI presentation on March 3rd at Town Hall. Members are encouraged to attend.
7. **Approval of Invoices:** None
8. **A/E Services RFQ #2019-12:**
 - a. **Discussion of evaluation sheets and interview:** Chairman Tarnowski clarified for the record that the evaluation sheets were meant to be a tool for members to individually determine, in their opinion, who they feel is the best firm but would not be used cumulatively to make a decision. Members were each given the opportunity to comment on the firms interviewed. After much discussion members felt clarification is still needed on the quoted cost and square footage. Chairman Tarnowski will request a meeting with First Selectman Bylone to determine how the committee should proceed.
 - b. **Possible Action on RFQ#2019-12:** No action taken at this time.
9. **Owner's Representative RFQ discussion and possible action:** This item will be tabled until a decision has been made on the A/E firm.
10. **Overall Project Schedule review:** K. Hasting continues to work on a draft schedule.

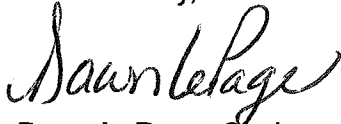
11. Open Ended Items:

- a. **Other funding sources-Emergency Shelter and Community Block Grant:** R. Coyle and M. Egan were not in attendance to give an update on the people they were going to speak to. A fundraiser was suggested to perhaps be used to purchase additional items for the Center once it is built.

12. Citizens Comments: None

- 13. Adjournment:** J. Ruiz motioned to adjourn. Vote was unanimously approved. Chairman Tarnowski adjourned the meeting at 8:35 p.m.

Submitted by,

A handwritten signature in black ink, appearing to read "Dawn LePage". The signature is written in a cursive, flowing style.

Dawn LePage, Clerk

Attachments:

A/E Bid Evaluation Sheet

Colchester Senior Center Committee – A/E Bid Evaluation, QA&M Architecture

A/E	Pricing	Schedule Info	Sr. Center Projects	Years in Business	Sub Contractors	LEED & Environment	Proposal Quality	Interview Performance	Furniture & Extras	Total Ratings	Comments
Ratings	1 to 10	1 to 5	1 to 5	1 to 5	1 to 5	1 to 5	1 to 5	1 to 10	1 to 5		
QA&M Architecture											

Notes:

Criteria and Ratings:

Pricing – Quoted Pricing – 1 to 10, ten is the best. **Schedule Info** – 1 to 5, five is the best. Quality of schedule in proposals, the better the higher rating.

Sr. Center Projects – 1 to 5, five is the best. Firms with more Sr Centers get higher scores. **Years in Business** – 1 to 5, five is the best. Greater # of years the better.

Number of Sub Contractors – 1 to 5, five is the best. Fewer subcontractors the better the score.

LEED and Environmental – Looking to make sure we build an environmentally friendly product. Rank 1 to 5, five is the best.

Proposal Quality – Rank the proposals in regard to detail of description of their work scope, do they provide information in a way that supports the cost and the need to submit a quality product to be built in 2021. Rank 1 to 5, with five is the best.

Interview Performance – Rank the quality of the presentation and responses to questions, 1 to 10, with ten the best.

Furniture and Extras – What A/E proposal addressed all our needs for a quality Sr. Center and which vendor would be the most able to deliver a unique and outstanding design. Rank 1 to 5, with five is the best.

Colchester Senior Center Committee – A/E Bid Evaluation, EDM

A/E	Pricing	Schedule Info	Sr. Center Projects	Years in Business	Sub Contractors	LEED & Environment	Proposal Quality	Interview Performance	Furniture & Extras	Total Ratings	Comments
Ratings	1 to 10	1 to 5	1 to 5	1 to 5	1 to 5	1 to 5	1 to 5	1 to 10	1 to 5		
EDM											

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Interview Performance – Rank the quality of the presentation and responses to questions, 1 to 10, with ten the best.

Furniture and Extras – What A/E proposal addressed all our needs for a quality Sr. Center and which vendor would be the most able to deliver a unique and outstanding design. Rank 1 to 5, with five is the best.

Colchester Senior Center Committee – A/E Bid Evaluation, Silver/Petrucelli & Associates

A/E	Pricing	Schedule Info	Sr. Center Projects	Years in Business	Sub Contractors	LEED & Environment	Proposal Quality	Interview Performance	Furniture & Extras	Total Ratings	Comments
Ratings	1 to 10	1 to 5	1 to 5	1 to 5	1 to 5	1 to 5	1 to 5	1 to 10	1 to 5		
Silver/Petrucelli & Associates											

Notes:

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