

**Town of Stonington
K-12 Building Committee
Special Meeting Minutes
West Vine Street School
April 8, 2014
7:00pm**

Members present: Rob Marseglia, Chairman, Julie Holland, Deane Beverly, Kathy Sanford, Bill Sternberg, George Crouse

Members absent: June Strunk

Recording Secretary: Sandy Tissiere

Guests and citizens: Maryanna Stevens, Stonington Director of Finance; Bill King, Stonington Public Schools Business Manager

1. Call to Order

Rob Marseglia called the meeting to order at 7:00 pm

2. Approval of minutes: Special Meeting, March 11, 2014

The following motion was made by George Crouse and seconded by Kathy Sanford

Motion: To approve the minutes from March 11, 2014

All: Aye

3. Discussion of RFP Process to hire an architect in July, 2014

In anticipation of the requested \$50,000 to hire an architect once the budget is passed, the committee wants to be prepared to proceed with the RFP process. Maryanna Stevens discussed with the committee the RFP process, and important requirements to include in the proposal. She distributed copies of other school districts' RFP construction proposals as samples.

Important items to include in the RFP would be:

- Required background experience with school projects including a understanding of the State process
- Recommendations
- Scope of project including conceptual drawings
- Criteria for scoring proposals
- Established timelines for submission of proposals, questions, interviews and referrals submitted to the Board of Selectmen

The committee will reference the State of Connecticut website to assure the items requested of the architects in the proposal meet the State requirements for submittal. Mr. Sternberg will create a first draft of the RFP proposal to be reviewed by the committee at a special meeting to be held the last week of April. Maryanna Stevens offered her assistance in the RFP process.

4. Adjourn

The following motion was made by George Crouse and seconded by Kathy Sanford:

Motion: To adjourn the meeting at 7:45pm

All: Aye



Julie Holland, Secretary