MINUTES OF THE SCHOOL MODERNIZATION RFP SUBCOMMITTEE HELD ON
THURSDAY, JANUARY 30, 2020 AT 8:00 P.M. IN ROOM 207, TOWN HALL, 84
SOUTH MAIN STREET, CHESHIRE CT 06410

Present
Chuck Neth, Chairman; Rene Martinez and Andrew Martelli.
Staff: Arnett Talbot, Asst. Town Manager and Vincent Masciana, COO, Dept. of
Education

1. ROLLCALL
The Clerk called the roll and a quorum was determined to be present.

2. PLEDGE OF ALLEGIANCE
The group Pledged Allegiance to the Flag.

Chairman Neth called the meeting to order at 8:01 p.m.

3. DISCUSSION RE: ELEMENTS, LANGUAGE AND PROCESS FOR
DEVELOPMENT OF AN RFP FOR AN OWNER’S REP/PROJECT
MANGER FOR THE SCHOOL MODERNIZATION PLAN

Mr. Neth stated that language changes for specifications and deliverables to the first
(boilerplate) RFP document will be made by the committee and staff.

Mr. Masciana advised the RFP # 1920-16 is assigned by the Town. The title can be
amended by the RFP committee to what it wants it to be. "Owners’ Representative for A
School Modernization Plan” will be used throughout the document.

Bid Opening - The date and time (per the legal notice) is Thursday, March 12, 2020, at
11:30 a.m. This can be adjusted.

Mr. Masciana said the conference for February 19, 2020 is written as a “non-mandatory
pre-proposal conference”…the committee can change this to “mandatory”.

Proposed Dates – these have been kept as discussed at the last meeting.

At the last meeting, Mr. Neth said the committee wanted a “mandatory” meeting. With
a non-mandatory meeting it opens up for more proposals. If there was a specific
school/project, Mr. Masciana said a mandatory meeting would be preferred. Following
a brief discussion, the committee decided to go with a “non-mandatory” meeting.

Questions and Amendments – Ms. Talbot will be the contact person, and questions
concerning specifications must be submitted, in writing, and directed to her attention.
Questions concerning process and procedures applicable to this RFP are submitted to
Louis Zullo with copy to SMC.
Mr. Masciana explained that technical questions would, probably, refer to the RFP. The more specific questions, i.e. what the SMC is looking for, would have to be addressed by the RFP committee or full SMC.

Ms. Talbot said any of the questions and responses will be forwarded to the SMC members and Mr. Masciana. The RFP will be amended to cite "copy to Vincent Masciana at e-mail address: vmasciana@cheshire.K-12.ct.us."

RFP Page 1 – This begins the required portions of the RFP. The opening paragraph cites what is being looked for by SMC.

Dates – Page 2 of the RFP. The dates proposed by the Committee stand firm: February 10, 2020, advertising RFP; February 19, 2020, non-mandatory proposal meeting; March 5, 2020, questions and answers; March 12, 2020 RFP proposals due; March 18, 2020, Interviews with short-list of proposers; March 23, 2020, Action for Award; possible joint SMC and Town Council meeting; April 3, 2020, Anticipated Award.

All addenda will be posted four (4) days prior to opening bids. Each proposer is responsible for checking the website.

Mr. Masciana pointed out that the specifications section needs to be tightened up.

Mr. Neth read the “Introduction” section of the RFP into the record.

The following amendment was approved: “Proposers are prohibited from contacting any other Town or School employee or committee member concerning this RFP”.

Item 21 – spells out the award criteria in general terms. Para. #4 – Mr. Masciana read this into the record. He advised that the RFP Committee or full SMC, whichever makes the final determination, can have set criteria on how to, objectively, identify the winning proposer. (proposer selected should be the one in the Town’s best interests...price and other factors included).

With regard to “who” will be selecting the award, Mr. Masciana said the RFP is being issued by the Town, so the current language is acceptable the way it is stated. He noted this document was drafted by the Town Attorney, originally as a boiler plate, and is adapted for projects.

Ms. Talbot advised the Town Attorney will review the final RFP.

For selection criteria (i.e. scoring system), Mr. Neth talked about keeping it as simple as possible.
The Committee can keep this as simple as possible, and Mr. Masciana said the criteria can be developed outside of the RFP document. He has worked with this RFP document for many years without an issue, because bids are awarded fairly.

**Preliminary Notice of Award** – This process was explained by Mr. Masciana. Once a recommendation is made and SMC agrees with the selection of the Owners Rep, a preliminary notice of award is issued to the winning proposer. Then, the work starts toward getting a contract executed. A sample contract is provided, and SMC can use it or not, but this contract should work because the RFP document is part of a contract. This is open to the parties for agreement on terms. The sample contract does not cover everything the Committee wants to see...the rest is boiler plate.

**Page 10 Subcontracting** – Mr. Martinez cited this issue, stating that one of the two sections should be chosen, and he prefers the bottom section, as the SMC may want to have some subcontractors.

Mr. Masciana stated the Town will not allow subcontracting without approval. He is inclined to get rid of the “OR” and everything after it. This will be checked with the Town Attorney.

Mr. Martinez talked about Owner procured services such as enrollment projections, architect or engineer, estimator…and if they are needed.

The Committee discussed this issue. Mr. Masciana said the SMC is looking for the Owner’s Rep, and any subsequent services, i.e. enrollment study, would be a separate contact with the firm hired. He does not see this being subcontracted.

Enrollment Figures are from 10/1/2019, and cited as “Current Student Enrollment”.

Throughout the RFP document, the School Modernization Committee will be referred to as the “Committee”.

The RFP Committee clarified the title as “School Modernization Plan” (with elimination of the 10 year time frame).

Mr. Neth commented on the “Scope of Services” section, consideration for deletion of the section, as it was copy/paste of a boiler plate he was using.

The RFP Committee reviewed and clarified this section, making changes, deletions, additions.
SPECIFICATIONS – Overview and Background - The first section highlights the eight (8) Cheshire Public Schools, information on the 2017 Master Plan, and the School Modernization Committee.

The RFP Committee reviewed the entire boiler plate RFP document. They made language, content and grammar changes/amendments, information on references, and cited inclusion of the following documents:

- Cheshire Public Schools Five-Year Capital Plan
- Educational/Programming Issues
- Cheshire Public Schools Facility Analysis
- Enrollment and Demographic Report
- 2018-2019 Elementary School Classroom Inventory
- School Data Information Sheet
- School Roof Systems as of December 2019

The Committee discussed proposals for all sections. Proposers can be required to propose for all three (3) sections. Proposers can opt to specify for proposals #1 and #2 with a set fee, and then specify an hourly rate for #3. There is a section for additional alternate proposals. The proposers could give some alternate proposal, i.e. give the proposal scope and pricing.

There was a brief discussion on Phase #3, which does not have much going on with the OPM…the Town is procuring the other services such as consultants. Phase #3 is the marketing part…selling the project to the public, Town, boards and commissions, meeting with people, and developing the outreaching. Someone is needed for this scope of work. The Committee agreed to see what proposers come up with, consult with them on what is comfortable at that point, and make a decision.

Mr. Masciana suggested using “Optional Proposal Approach”, and this could be negotiated.

This RFP document will be finalized for discussion at the February 3rd SMC meeting. It is possible more ideas will be recommended which will further define the RFP document before finalization.

Review of Insurance Requirements – The details of the insurance requirements were reviewed without changes.

The final draft RFP document as amended by the Committee will be e-mailed to Ms. Talbot. It will then be forwarded to the full SMC for February 3rd meeting for review and approval.
Mr. Martinez raised the issue of hiring a Program Manager. Ms. Talbot responded that this should be asked of the Town Attorney.

The Committee was informed of the e-mail from Ms. Ferguson on RFP Subcommittee and comments on timelines, which was in the meeting packet.

4. **SET NEXT MEETING DATE(S)** – no decision

5. **ADJOURNMENT**

MOTION by Mr. Martinez; seconded by Mr. Martelli

MOVED to adjourn the meeting at 9:45 p.m.

VOTE The motion passed unanimously by those present.

Attest:

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Marilyn W. Milton, Clerk