

## **BUILDING NEEDS COMMITTEE**

### **MINUTES OF SPECIAL MEETING – AUGUST 24, 2015**

The Building Needs Committee conducted a Special Meeting on Monday, August 24, 2015 in Room 213 of Stratford Town Hall, 2725 Main Street, Stratford, CT pursuant to notice duly posted.

I. CALL TO ORDER: 6:31 p.m.

PRESIDING: Chairman Paul Hoydick

Committee Members in attendance: Council members Paul Hoydick, Jason Santi, Gavin Forrester (as substitute for Brian Dempsey), Stephanie Philips; Electorate members Alan Llewelyn, Linda Manos and Daniel Senft; Board of Education reps. Len Petrucci and Chris Barnaby

Others in attendance: Town Engineer John Casey; Antinozzi, Associates partner George Perham

II. BOARD OF EDUCATION CAPITAL PROJECTS — Stratford High School renovations subcommittee status report or action. Mr. Llewelyn, Chairman of the subcommittee, reported that the design sessions are continuing. ACTION NOT REQUIRED.

III. HIRING OF A COMMISSIONING AGENT FOR STRATFORD HIGH SCHOOL RENOVATIONS PROJECT

Mr. Llewelyn reported from the subcommittee meeting of August 17, 2015, a motion was passed unanimously to recommend to the Building Needs Committee to hire Sustainable Engineering Solutions of Berlin, CT as the Commission Agent for the project for an amount not to exceed \$145,000. There is no extra cost; the funds are included in the budget.

The State's High Performance Building's Regulations require the Town to hire a Commissioning Agent to protect the Town's interests and to protect the State's investment. The Commissioning Agent is a member of the Owner's team, hired directly by the Owner. This firm has been thoroughly vetted through a process that involved a committee review of the submitted proposals, followed by a committee conducting interviews of the three finalists, and finally by checking references. The final scoring tabulation consisted of mathematical weighting of three categories as follows: Proposal Score = 40%; Interview Score = 40%; and Cost Proposal = 20

A MOTION WAS MADE BY MR. LLEWELYN, SECONDED BY MR. PETRUCCELLI TO FORWARD TO THE TOWN COUNCIL WITH FAVORABLE RECOMMENDATION THE SELECTION OF SUSTAINABLE ENGINEERING SOLUTIONS OF BERLIN, CT AS THE COMMISSION AGENT FOR THE PROJECT FOR AN AMOUNT NOT TO EXCEED \$145,000. THE MOTION PASSED UNANIMOUSLY.

IV. ADJOURNMENT Hearing no further business, Mr. Hoydick entertained a motion to adjourn at 6:40 p.m. A MOTION WAS MADE BY MR. SENFT, SECONDED BY MR. FORRESTER TO ADJOURN THE SPECIAL MEETING. THE MOTION CARRIED UNANIMOUSLY.

Respectfully submitted, Carol Cabral