

MINUTES
**TOWN OF DARIEN BOARD OF EDUCATION CENTRAL OFFICE/
MATHER CENTER BUILDING COMMITTEE**

Wednesday, December 8, 2010

A special meeting of the Town of Darien Board of Education Central Office/Mather Center Building Committee was held on December 8, 2010. Present were Chairman Norm Guimond, Vice Chairman Robin Woods, John Hertz, Elizabeth Hagerty-Ross and Louis Gesualdi. Also present was Town Administrator Karl Kilduff.

Chairman Guimond called the meeting to order at 12:05 p.m.

APPROVAL OF MINUTES

a) Meeting Minutes of November 12, 2010

Ms. Woods noted that the correct spelling of her last name was “Woods” and “Wood” as it appeared in the agenda. The minutes, as amended, were approved by unanimous vote.

b) Meeting Minutes of November 17, 2010

The minutes were approved by unanimous vote without revision.

c) Meeting Minutes of December 1, 2010

The minutes were approved by unanimous vote without revision.

NEW BUSINESS

a) Discuss Evaluation System for Ranking and Weighting Architect RFQ Submittals

Chairman Guimond suggested to the committee that proposals be evaluated on a 5-point rating scale; 0 for “does not meet criteria”, 1 for “meets some criteria”, 2 for “meets criteria”, 3 for “exceeds some criteria”, and 4 for “exceeds all criteria”. The Committee agreed with the proposed scale.

Committee members discussed the possible evaluation criteria. It was determined that the criteria included in section 5 of the RFQ would be used for the evaluation. There was a question as to whether or not proximity to Darien and local experience were valid criteria. It was suggested that these might form the basis of interview questions.

The Committee discussed possible interview questions to be posed to all short-listed firms. Committee members suggested the following questions:

- Is the firm involved in similar projects now? How are those projects progressing? Are they on time? Are they on budget?
- How will the firm mix design and a tight budget given the current fiscal environment?
- What percent of the firm’s workload will this project comprise?

Minutes

12/8/10

- What is the current staffing level of the firm? Will new staff be brought on for this project? If so, will they be employees or contractors?
- Will the team be able to work on both projects concurrently?

Chairman Guimond noted that additional questions may surface as the proposals come in. Mr. Kilduff stated that he would have a list of draft questions for the Committee's review in time for the next meeting.

b) Other Items Of Relevance to the Committee

Ms. Woods asked if the project would be accounting for the prior expense to acquire 35 Leroy. She noted that she has been asked this by a number of individuals.

Karen Doying was recognized from the audience. She asked if the decision was final regarding moving the facilities. She was advised the Board of Selectmen made that decision and the Committee was charged with following through on it. Ms. Doying asked why the project would upset two facilities instead of one. She was advised that this was reviewed by the Board of Selectmen in their decision and she was advised to refer to the Beinfeld Feasibility Study. Ms. Doying asked when the community would be allowed to design the project. She was advised that focus groups would be set up to solicit input from different constituencies, especially the senior population.

Amy Allen, Executive Director of the Darien Arts Center, was recognized from the audience. She asked about the structure of the focus groups so she could better advise her board. She was told that the focus group would be just the Arts Center, focused on the Fine Arts room, and the officers of the Center should be able to speak to the architect adequately about that space.

ADJOURNMENT

Ms. Hagerty-Ross moved, seconded by Mr. Gesualdi, to adjourn the meeting. The meeting was adjourned at 12:48 p.m.

Respectfully submitted

Karl F. Kilduff
Administrative Officer