

Avon Designer Selection Committee
Thursday, November 1, 2018
6:00 p.m.

TOWN OF AVON
2018 NOV 30 A 8:08
TOWN CLERK

In Attendance:

Tracy Self, Chair
Elaine Dombrosky
Jay Suzor

Guests:

Bob Spurr, Avon Fire Chief
Alex Sinclair

Absent:

Chuck Comeau

The Avon Designer Selection Committee met at Town Hall on Thursday, November 1, 2018, at 6:00 p.m.

Tracy Self commenced the meeting and said now that the new Police Station is underway and will be completed May of 2019, they should begin the process involved in renovating the Fire Station. As they did for the Police, they need to get an Owner's Project Manager, an Architect and a Contractor. To begin with, they should look at the time-line for doing the RFP (Requests for Proposals). Chief Spurr said it has to go out soon. Tracy said they need to be aggressive in their timeline and she asked the Committee how they wanted to approach this? The Committee discussed the process and the scoring on the Rubric.

While discussing, the Committee thought they could post for the OPM on the 8th of November in the *Central Register* with a publishing date of November 14th. This will give them 2 weeks, then they could discuss the submissions at their meeting on November 29th. They will score them and then set up interviews with the top three for the first week in December.

What about the Architect? When they have the candidates, should they interview them two nights in a row? Should they do the RFP for the Architect in January? These were questions that needed to answered.

Tracy mentioned that Attorney Lalli should be able to turn the RFP around quickly as he wrote it for the Police. He might just need to tweak it.

Elaine Dombrosky thought maybe they could do some things now instead of waiting for a later date - i.e. perc test. This would keep things going and not cause any delays. The Committee said it was a good idea to do as many things now as they could.

Chief Spurr brought up a couple of items - he talked about underground work, electrical, etc., moving to the other side. He said the Fire Department will be available to assist in any way they can.

At this time Tracy asked for a motion to go with the schedule they have just proposed. Jay Suzor made the motion to advertise in the *Central Register* for an OPM on Thursday, November 8th with submissions due on the 29th of November at 2:00 p.m. Elaine seconded that motion. There was no discussion and the motion carried unanimously.

Elaine asked about the gas company and have they heard anything back from them yet? Tracy said, "Yes, they heard today. Greg called Senators Timilty and Galvin and they will plan on attending next Wednesday's meeting."

With no further business to discuss, Jay Suzor made the motion to adjourn with Elaine seconding that motion. There was no discussion. It was unanimous and the meeting adjourned at 6:26 p.m.