

Avon Designer Selection Committee
Thursday, April 11, 2019
6:00 p.m.

TOWN OF AVON

2019 MAY 31 A 8:29

TOWN CLERK

In Attendance:

Tracy Self, Chair
Alex Sinclair
Jay Suzor
Elaine Dombrosky

Guests:

Mike Josefek, ACG
Don Velozo, Sr. Project Mgr., ACG

Absent:

Chuck Comeau

The Avon Designer Selection Committee met at Town Hall on Thursday evening, April 11, 2019, at 6:00 p.m.

Tracy Self called the meeting to order and said the focus of tonight's meeting was to begin the process of renovating the Avon Fire Station. Seeing that the Avon Police Station is nearing completion, their attention will now be drawn to the renovation of the Fire Station. At this time Tracy turned the meeting over to Don Velozo, who began with his Meeting Minutes #1.

Item #1.1 - Budget. They discussed the overall project budget being \$5.5 million. ACG provided a baseline budget for discussion with the initial construction estimate of \$3,975,000.

Item #1.2 - Scope. ACG discussed the Fire Station renovation and addition scope, phasing, and temporary facilities. ACG also showed conceptual drawings and floor plan.

Item #1.3 - Scope. A steel framed building was discussed. Chief Spurr talked about permanent heat. The building would potentially be as large as 60 x 60, and it would be located close to East High Street.

Item #1.4 - Scope. The size of the Fire Station will be determined partly by the budget. ACG prepared drawings and elevations of a 10,000 sq. ft. building, which will require the demolition of the Police and Fire Administrative wings, while leaving the apparatus bay area to be renovated.

Item #1.5 - Schedule. ACG provided a baseline milestone schedule for discussion.

Item #1.6 - Civil. Chief Spurr asked if the septic system could be constructed in the first phase of the project. Chuck Comeau didn't think it would work out.

Item #1.7 - Designer RFP. ACG provided a draft RFP and a Designer Contract.

The next item on the agenda was the RFQ (Request for Qualifications). Don passed out copies to each person to briefly look over. Tracy had a question for ACG. She wanted to know why the final date of March 5, 2020 was so far out for the final design. After talking about it, the final date was changed for completion to January 31, 2020. Don said he would like to change the project construction date to begin on or about May 1, 2020.

Don now spoke about the time-line for the Fire Station. A short discussion ensued about why it took so long to get going with the Police Station. Certain issues came up then ... issues that they felt would not occur with the Fire Station. Don and Mike Josefek spoke to the Committee about the design of the building.

Getting back to the RFQ, it was determined that the submissions for the design of the Fire Station renovation would be due by Thursday, May 9th at 2:00 p.m. Once they were in, the Committee members would look over the submissions to see if they complied with the requests that were made of them. If so, then the Committee would set up interviews with them to be held on Tuesday evening, May 14, 2019, starting at 6:00 p.m.

A non-mandatory pre-proposal conference will be held on May 2, 2019 at 11:00 a.m. at the Avon Town Hall. Also, questions concerning the RFQ must be submitted in writing by May 6, 2019, at 2:00 p.m.

Newspaper advertising was now brought up. Don said they will do the *Central Register* by March 18th. Regarding Commbuys, Don will work with Greg Enos, and as far as the Town website is concerned, they will get in touch with Tricia.

Don continued and said they may want to change the scoring technique for the RFQ. This is the same RFQ they had used for the Police Station, with minor tweaks made to it - changing Police to Fire, etc. Mike said this was Attorney Lalli's draft. Tracy went through the dates once more with everyone. With no other questions, Tracy asked for someone to make a motion to move forward with the RFQ as discussed. Jay Suzor made the motion to move forward with it with Elaine Dombrosky seconding the motion. There was no discussion. It was unanimous and the motion carried.

Finally, Don asked if anyone had any other questions. No one did so they scheduled the next Police Meeting. It will be held on Thursday, April 25, 2019, at 6:00 p.m. With no further business to discuss, Tracy asked for someone to make a motion to adjourn. Jay made the motion to adjourn with Elaine seconding that motion. There was no discussion and the meeting adjourned at 6:35 p.m.