

SALEM SCHOOL BUILDING/CONSTRUCTION COMMITTEE
MEETING MINUTES
APRIL 20, 2011

Attending:

Elbert Burr, Chairperson
John Bernier
Steve Buck

Allyson Geida
Robert Green
William Weinschenker

Guest:

Donald Bourdeau

Chairperson Elbert Burr opened the meeting at 7:07 PM.

1. Approve Minutes

M/S/C (Weinschenker/Green) to approve the March 23, 2011 Meeting Minutes as presented.

Vote: Approved Unanimously

2. Additions and Revisions

None

3. Review Proposals for Short List

E. Burr explained to the Committee to rank each Architect firm with a 1 (lowest) to 5 (highest) rating. (See attachment 1).

Strong Design Associates, Architects and Friar Associates, Inc. were eliminated.

The choices for Architect firms were as follows:

	<u>FEE</u>	<u>REIMBURSABLE ESTIMATES</u>
A M Design Architects, Inc	\$311,000.00	\$10,000.00
Silver/Petrucci & Associates	\$217,200.00	\$10,000.00
Quisenberry Arcari Architects, LLC	\$265,000.00	\$15,000.00
Moser Pilon Nelson Architects	\$375,400.00	\$10,000.00

Interviews will be done on Wednesday April 27, 2011, starting at 7:00 PM with ½ hour for each firm. There will be 17 questions to ask the representatives from each firm.

S. Buck asked if one question could be to explain the difference between the construction manager and general contractor.

Each question will have a numeric value.

E. Burr will email the Committee with the questions to be used to evaluate the firms.
No decision will be made at the meeting on April 27, 2011.

J Bernier asked about the evaluation process at the interview meeting. He stated the need for the firms to have responsible pricing on the bids.

E. Burr explained all firms are now all even again and will start from the beginning of the process.
B. Weinschenker asked if the Best & Final bid could be done after the interviews.

E. Burr has made phone calls to the State to find out about reimbursements for the window glass and the air handling units.

The change orders cannot be over 5% of the total expense of the project.

M/S/C (Green/Weinschenker) to adjourn at 7:55 PM. Vote: Unanimous

Respectfully Submitted
Diane Weston

Attached are the April 14, 2011 Opening of Architect Proposals meeting.