

Town of Hebron
HES DRINKING WATER REMEDIATION BUILDING COMMITTEE
December 10, 2018
Special Meeting Minutes
Hebron Elementary School Library/Media Center
6:30 p.m.

Members Present: R. Steiner, W. Warwick, D. Foster, M. Leichter
Members Absent: None.
Staff Present: T. Van Tassel-Superintendent of Schools, W. Durocher- BOE Custodial Foreman
Board of Selectman Liaison: John Collins
Board of Education Liaison: Kevin Williams-BOE member
Citizens Present: Tom Fenton, Nathan L. Jacobson & Associates

1. Call to Order
Mal Leichter, Chairman of the Hebron Town Building, called the meeting to order at 6:30 p.m.
2. The Pledge of Allegiance was recited.
3. Public Comment
This section of the agenda is reserved for persons in attendance who wish to briefly address the HES Drinking Water Remediation Building Committee. The committee requests that comments be limited to three minutes or less. Persons wishing to address the Committee regarding agenda items should request clarification from the Chair as to whether or not they should speak during the public comment portion of the meeting or at the time the agenda item is considered.
No public comments at this time.
4. Approval of Minutes 11-9-18 & 11-19-18
This item was tabled until a future meeting.
5. Discussion and Possible Action with Nathan L. Jacobson and Associates Regarding the Status of Bid Specifications for Engineering Services
 - a. Draft Document Review and Possible Changes Discussed. T. Fenton noted that he toured the building with W. Durocher and received information from T. Van Tassel. T. Fenton indicated that he did some research on the DAS website. T. Fenton stated that it would be hard for firms to submit proposals with a defined scope. T. Fenton suggested that an RFQ be done where the Committee chooses four qualified firms through an interview process. That way the Committee can hear different approaches that each firm might have regarding this project. Once the firms are chosen, then they will each submit a proposal for the project, which will include pricing.

W. Warwick questioned if the state reimbursement is available using the RFQ process. M. Leichter stated that the reimbursement is available for the RFQ process.

D. Foster questioned the time line with an RFQ. T. Fenton stated that once the RFQ document is approved, it should be about 3 weeks for bids to come in. T. Fenton suggested that a walkthrough of Hebron Elementary School be part of the RFQ.

T. Fenton suggested picking 6 firms to interview for the RFQ and then choose 4 who will submit proposals.

W. Warwick moved and R. Steiner seconded a motion to direct Tom Fenton to revise his submitted document so that a separate RFQ be sent out to qualified bidders followed by an RFP for pricing. The motion passed with W. Warwick, R. Steiner, and M. Leichter voting in favor.

The Committee reviewed and made changes to the draft RFQ and proposals document prepared by T. Fenton.

T. Fenton went over the schematic he prepared.

The following timeline was put together: bid advertised on 12/19/2018, walkthrough on 1/3/19 with firms, questions from firms need to be submitted by 1/9/19, addendum posted on website on 1/11/19, open bids on 1/16/19, interview firms on 1/23/19.

The next meeting will be held on 12/17/2018 at 6:30 p.m.

W. Warwick moved and R. Steiner seconded a motion to adjourn at 8:25. The motion passed with W. Warwick, R. Steiner and M. Leichter voting in favor.

Tricia Schiavi
Board Clerk