



June 29, 2005

**MINUTES OF FIRE STATION BUILDING COMMITTEE MEETING  
TUESDAY, JUNE 27, 2005 HELD AT FIREHOUSE**

**MEMBERS PRESENT:** Dwight Rowland, Joe Calistro, Paul Antinozzi, Fire Chief Andrew Esposito, Steve Francis, Jim Urbano and David King

**MEMBERS ABSENT:** Peter Hershman

**OTHERS PRESENT:** None

Meeting was called to order at 5:38 PM.

First order of business was to act on the Meeting Minutes of the June 20<sup>th</sup> meeting. King moved to accept them as presented ; Urbano seconded that motion. Motion passed unanimously.

Joe Calistro then distributed a Bid Summary he had prepared (copy attached) to try to summarize the bid results from the (10) Proposals that were received by the Town this past Wednesday, June 22<sup>nd</sup>. The Bid Due date was not extended, as this Committee had previously recommended to the Town, as it was apparent the Bidders did not need any additional time to prepare their Proposals for this project. Proposals were received from the following A/E firms :

1. Dean Sakamoto Architects (New Haven, CT)
2. Wank Adams Slavin Associates LLP (NY, NY)
3. Preiss Breismeister P.C. (Stamford, CT)
4. DeCarlo & Doll, Inc. (Hamden, CT)
5. Silver / Petrucelli + Associates (Hamden, CT)
6. Noyes Vogt Architects (Guilford, CT)
7. Schoenhardt (Tariffville, CT)
8. O'Riordan Migani Architects (Seymour, CT)
9. TLB Architecture, LLC (Chester, CT)
10. Dehar Associates, LLC (New Haven, CT)

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Dwight also distributed a handout that was generated by Tony Genovese during the Bid Opening when the various Bids were publicly opened and duly recorded by Karen Crosby.

Following the review of these handouts, the Committee discussed the qualifications and merits of each of the Proposals submitted, including fee structure. Criteria for this review was based upon the RFQ Evaluation form that was developed by Paul Antinozzi and distributed to all Building Committee members prior to receipt of the Proposals.

Much discussion followed where all Members present voiced their opinions on each of the firms. It was the consensus of the Committee that the following four (4) firms were to be short-listed and invited to a formal interview :

1. Noyes Vogt Architects
2. Schoenhardt
3. DeCarlo & Doll
4. Silver / Petrucelli

The interviews will take place a week from this Thursday on July 7<sup>th</sup> starting with the 1<sup>st</sup> interview at 5:00 PM. They will be held in the Library Meeting Room. It was decided to let the firms have 20 minutes for their presentation to the Building Committee and 10 minutes for Q&A ; interviews will be spaced out every 45 minutes, which will allow 15 minutes for the firms to break down / set up their equipment / boards.

Interviews will be held at 5:00 PM and 5:45 PM, then dinner from 6:30 - 7:00 PM, the last 2 interviews at 7:00 PM and 7:45 PM. The Committee will then discuss and possibly make a recommendation from 8:30 PM to 10:00 PM. Dwight will contact Gerry Shaw early next week to arrange for dinner to be brought in that evening.

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Dwight was authorized to send an email to both Tony Genovese and Amey Marrella the following morning to advise them of this decision and to ask Tony, as the contact for the Town, to send out letters to these four (4) firms congratulating them on being short listed and to invite them to the interviews the following week.

There was additional discussion concerning Noyes Vogt and their apparent reluctance to offer a fee for the total project (stated it would be negotiated) ; they had only addressed hard costs through the Referendum phase of the project, not through construction. The Committee will ask Tony Genovese to contact Noyes Vogt tomorrow and to request that they respond to the RFQ and provide this missing fee information immediately, so to keep all firms on a level playing field. If they are reluctant to provide this information, this could be grounds for dismissal as being non-responsive to the RFQ.

With regard to the RFQ "draft" for Construction Manager, Dwight Rowland is still working on this and should have it distributed to the Committee members later on this week.

Under other business, Steve Francis questioned the action taken at the last Building Committee Meeting where the 20,000 SF space needs were reviewed and ratified. He and Jim Urbano wanted to make sure we were not going to tie up the Architect by specifically defining the exact space needs nor were we going to limit it to a single story facility, as the original document stated. Paul Antinozzi noted that this is the first thing a good Architect does when starting a new project is to fully understand what the Department requires (varies from project to project as each one is different) and to develop specific space needs. As these have already been developed, this will save time in getting the Architect up to speed in this process.

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After much discussion, it was mutually agreed these space needs were primarily established to present guidelines only for what the Fire Department needs at this time and we would welcome input from the Architect on these (as they will want from us and the Fire Department) as they work on their design ... It was agreed to delete any wording that would limit the Firehouse to a single story as we understand the three (3) options the Architect will be investigating will include a second story.

Joe Calistro also mentioned the status of using the existing Center Building / Library septic system for the new Firehouse facility (he is looking to resolve an issue pertaining to 1,000 gallons / day water usage based on the Water Company invoices presented).

Next Committee meeting will be Thursday, July 7th, at 5:00 PM at the Library Meeting Room for the interviews.

Motion made by Joe Calistro (seconded by Antinozzi) to adjourn the meeting. Meeting was adjourned at 7:07 PM.

Respectfully submitted,

Dwight C. Rowland,  
Committee Vice - Chair

cc: Woodbridge Town Clerk