

**DRAFT**  
**Town of Montville**  
**Public Safety Building Committee**  
**310 Norwich-New London Turnpike**  
**Uncasville, CT 06382**  
**(860) 848-3030**

**Meeting**  
**Thursday, October 22, 2009 at 6:00 p.m.**  
**Montville Town Hall, Town Planner Meeting Room**

**1. Call to Order**

The meeting came to order at 6:08 p.m.

**2. Roll Call**

Committee members attending were as follows: William Bucko, Police Lt. Leonard Bunnell, Chris Ida, David Jetmore, John Leonard, Paul Lewis, John MacNeil (6:50 p.m.), and Jack Platt. Also present was Sgt. Michael Collins, Resident State Trooper, Town Planner Marcia Vlaun, TLB Architecture, LLC representative Michael Fortuna. Alternate Ray Coggeshall was absent.

**3. Pledge of Allegiance**

**4. Remarks by the Public**

There were no public remarks.

**5. Correspondence**

There was no correspondence to report.

**Motion:**                   **That the Committee amends the Agenda and approves the Minutes of September 24, 2009, and the Special Meeting Minutes of October 8, 2009, as written.**

**Proposed by:**           Len Bunnell

**Seconded by:**         John Leonard

**Vote:**                   **Carried unanimously**

**6. Presentation by TLBA representative Mike Fortuna on Project Delivery Options and Contracts**

Chair J. Platt turned the discussion of project delivery options and contracts over to C. Ida who drafted a proposal about the same. The Committee approved the design-bid-build project delivery option at the Committee's Special Meeting of October 8. C. Ida said that the design-bid-build option would save the Committee from front end costs particularly when the architect will be provided with a Space Needs Assessment and a rough site plan for the proposed 16, 000 sq. ft. public safety building. M. Fortuna dissuaded the Committee from requesting a conceptual idea of a contractor's plan stating that some would be unwilling to do that much work upfront and the request may disqualify some highly qualified firms. M. Fortuna added that their may be legal ramifications should any part of the conceptual design appear on

the final design. An estimate of \$100,000 is the ball park figure for development of a conceptual design.

Consultant M. Fortuna summarized the process for getting the Committee through the initial stages of the project, hiring an architect/contractor, et al and answered questions of the Committee as follows:

1. Look at the design esthetic of the architect/contractor or firm making a quality-based selection; (Per M. Vlaun, the Committee should be looking for qualifications not concepts.)
2. Is knowledgeable about building in New England and Connecticut;
3. A contractor who wins a job will put together a working team;
4. A good architect will not work without fully understanding a site and the plan for it; (This step usually encompasses 200 hours of work.)
5. Always ask for and review a firm's history and prior jobs; (Per C. Ida, it is a disadvantage if the firm and their work is out-of-state. Per M. Fortuna, out-of-state companies may team up with a local company and work from afar.) Forms are available for this process.
6. Write Request for Qualifications (RFQ);
  - a. Establish format;
  - b. Select criteria that will be rated.
7. Review and reduce bids down to three (3) potential contractors;
  - a. State law requires that bids be public;
  - b. Project must be identified as a public project;
  - c. Bids must be noticed in a local paper;
  - d. Available electronically.
8. Determine criteria for the interview process for chosen bidders;
  - a. Design sense;
  - b. Chemistry—can you comfortably work with the contractor;
  - c. Prior experience—have you built a public safety facility;
  - d. Sustainability—energy efficiency, “green factors;”
  - e. Evaluate scope of work;
  - f. Evaluate individual, team, and firm experience;
  - g. Review references for **all** work and any prior or pending legal action.

It was concluded that M. Fortuna would draft the RFQ and send it to the Committee in MSWord format via e-mail. He will also send the State standard form and AIA Statement of Qualifications. M. Fortuna said that the Committee will get the feel of the prospective candidate during the interview process. M. Vlaun added that a firm also needs a good “pitch person” who can help get funding passed, be a public face for the project; and is experienced with public presentations. In response to B. Bucko's question about the “tripping criteria” that sways a decision for or against a firm, M. Fortuna said “chemistry.” M. Fortuna discouraged the Committee from asking

upfront for financial data from a firm. M. Vlaun notified the Committee that as of December 5, 2009, that anything that can be appealed at a municipal matter must be in electronic form. M. Fortuna concluded that he would e-mail the draft RFQ and additional information to the Committee within two (2) weeks. He will be asked back to the next Committee meeting on November 19, to finalize the RFQ.

M. Fortuna said that choosing the lowest bidder may not be the ultimate consideration. He said the purpose of the bid and interview process is to get basic information about the firms. He suggested that all rating information should be kept in case of a FOIA request. M. Fortuna also said that prospective bidders can be interviewed more than once. He added that a firm is assessed for its presentation and its responses to questions by the Committee. Following the interview, the Committee can then evaluate the candidate.

The Committee also spent time talking about should the same questions be asked of each prospective candidate. B. Bucko raised the question as to getting a letter from the Town that legitimizes the Route 32 site for the public building project. L. Bunnell stated that the Town had approved the site and the remarks and suggestions of the Ad-Hoc Public Safety Building Committee. M. Vlaun suggested that a review sheet could be generated and sent to the Planning Commission and other Commissions in Town for their input, positive or otherwise.

**7. Discussion on letter to Governor Rell regarding stimulus funds and state bonding funds**

J. Leonard reported that he took points from the previous letters and drafted a more recent letter to Governor Rell regarding stimulus funds and state bonding funds for the public safety building project. This letter was forwarded to the Committee via e-mail for their review and consideration. Upon the Committee's discussion they concluded that the letter should address specific adverse conditions of the current public safety facility and get confirmation in writing from Public Works concerning the condition of the water and sewer service at the current site. J. MacNeil said that the additional stress due to the impact of the casinos should be included. The specifics of the \$800,000 grant approved for the Town will also be questioned.

**Motion:** **The Committee sends a letter to Governor Rell with amendments about the water and sewer conditions of the Route 2A facility; the casino impact to the Town and requesting a reply about the status of the \$800,000 State grant approved for Montville.**

**Proposed by:** Len Bunnell  
**Seconded by:** Bill Bucko  
**Vote:** **Carried unanimously**

The Committee will update the letter with the amendments and it will be signed by each Committee member. L. Bunnell will get the signatures and forward it to Governor Rell, return receipt requested.

**8. General review of field trips to Stonington and Mohegan Tribal Police Facilities.**

The Committee visited the Stonington Police Department on Thursday, October 1, 2009, at 9 a.m. followed by a visit to the Mohegan Tribal Police Department on the same date. A follow-up visit to the Clinton police facility for the benefit of those who did not take the initial trip and one to the Westerly police facility will be set up by M. Collins.

**9. Remarks from the Public**

There were no public remarks.

**10. Remarks by Committee members**

The Committee confirmed its next two meetings on Thursday, November 19, and Thursday, December 17, respectively. J. Platt charged the Recording Secretary with preparing future agendas for the Committee. The Committee will send her additions and deletions for the same prior to posting the agenda with the Town Clerk.

**11. Adjournment**

**Motion: That the meeting is adjourned.**

**Proposed by:** Len Bunnell

**Seconded by:** John Leonard

**Vote: Carried Unanimously**

The meeting adjourned at 7:35 p.m.

Respectfully submitted by,

Jack Platt, Chair  
Public Safety Building Committee

Gloria J. Gathers, Recording Secretary

**Date Approved** \_\_\_\_\_