

School Building Committee (2020)
Special Meeting via ZOOM App
Tuesday March 30, 2021
6:30 PM

Committee Members Present: Alderman Mark Bettencourt, Alderwoman Stacy Gould, Alderman Joe DeLucia, William Hull, Heather Romanski, Gerald Martin, Gregory Ballassi, Greg Carabine, Peter Gauthier, Kristen Talley and Christine DiStasio.

Committee Members Absent: None.

Ex-Officio Members Present: Kristen Stringfellow.

Citizens Present: Matthew Brown, Norwich Board of Education Facilities Manager.

- I. Call to Order and Quorum:** Alderman Mark Bettencourt called the meeting to order at 6:31 PM.
- II. Public Comment:** None.
- III. Review of Scoring Document:** Alderman Bettencourt read through draft calibration rubric and proposed revisions. Discussion ensued on changes to the draft calibration document.
- IV. Training in Documents Use:** Greg Carabine explained that members would take the criteria sheet and work through it as they read through proposals. Alderman Bettencourt stated the calibrations would be printed, signed and submitted as public records. SEE ADDENDUM.
- V. Adjournment:** Alderwoman Stacy Gould made a motion to adjourn the meeting at 8:07 PM. Heather Romanski seconded. The chairman called the roll of members present and all were in favor. The motion passed unanimously.

Respectfully Submitted, Katherine Rose

ADDENDUM

Draft Qualifications Evaluation Form									
Rating Column: 0 - 5 points; highest number equals greatest value									
0= No Evidence	1=Little Evidence	2=Some Evidence							
3 =Adequate Evidence	4= Significant Evidence	5=Exemplary Evidence							
Owner: City of Norwich		Project:							
Project Description:									
Firm:									
Address:									
City:		State:	Zip:						
Phone:		Contact:							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>									
Criteria	Rating 0-5	XWeight =	Total						
1. Firm's background and professional expertise, including size and scope of projects, special qualifications, and the availability and experience of assigned personnel and/or the firms supporting team.	3			0= no expertise/experience (New School, renovate as new or master plan qualifies as a project) 1= At least 3 projects with at least 2 in CT and documented qualified personnel meets this requirement 2= At least 6 projects with at least 3 in CT and documented qualified personnel meets this requirement 3= At least 10 projects with at least 5 in CT and documented qualified personnel meets this requirement 4= At least 12 projects with at least 6 in CT and documented qualified personnel meets this requirement 5= At least 14 projects with at least 7 in CT and documented qualified personnel meets this requirement					
2. Firm's proven track record of success in gaining community support for the selection options. Balance success versus failures and the mitigation of lessons learned.	2			0= No successful projects 1= 2 successful referendum projects, 1 in last 5 years 2= 3 successful referendum projects, 2 in last 5 years 3= 5 successful referendum projects, 3 in last 5 years 4= 8 successful referendum projects, 4 in the last 5 years 5= 10 successful referendum projects, 5 in the last 5 years					

3. Firm's ability to complete the work within the required timeline, and to commit staff in a timely way when requested.		2	0= No evidence of timeliness 1= Evidence of timeliness of 10% of projects and staffing in Criteria 1 2= Evidence of timeliness of 25% of projects and staffing in Criteria 1 3= Evidence of timeliness of 50% of projects and staffing in Criteria 1 4= Evidence of timeliness of 75% of projects and staffing in Criteria 1 5= Evidence of timeliness of 100% of projects and staffing in Criteria 1
4. Firm's demonstrated understanding of the work.		1	0= No school projects (Schools or master plan work qualifies as a project) 1= 0 multi school projects (single school projects only) 2= 2 multischool projects with 3 or more schools 3= 5 multischool projects with 3 or more schools 4= 6 multischool projects with 4 or more schools 5= 7 multischool projects with 5 or more schools
5. Evidence of any special or innovative approach the firm will use. Assess the relevancy of any innovation in completing the scope of services.		1	0= No Evidence 1= Little Evidence 2= Some Evidence 3= Adequate Evidence Think about recent concerns in education, security, tactile learning, 4= Significant Evidence widespread health issues. 5= Exemplary Evidence
6. Positive or negative history of litigation. Weigh the existence of any litigation history and dispositions versus any relevant mitigating factors.		1	0= No evidence of conflict resolution or has history of negative (losing) litigation 1= unable to successfully resolve two or more conflicts without negative litigation 2= unable to successfully resolve one conflict without litigation 3= No litigation 4= Demonstrated ability to resolve a majority of conflicts 5= Demonstrated ability to resolve nearly all conflicts
MAXIMUM 50 GRAND TOTAL			
Reviewer:			