



PROCUREMENT COMMITTEE

Clifford J. Hurgin Municipal Center
1 School Street, Bethel, CT 06801 (203) 778-7515

MINUTES OF MEETING

Friday, April 08, 2011 -9:30 a.m.
Clifford J. Hurgin Municipal Center - Meeting Room "A"

PRESENT: Matthew Knickerbocker, First Selectman
Frank Ventrella, Purchasing Agent
Robert Koslowski, Comptroller

Selectman Matthew Knickerbocker called the Meeting to order at 9:31 a.m.

Request for Proposal: Architectural/Engineering Professional Design Services for the Town of Bethel's Public Library: Seelye House Restoration and Renovation and Completion of the 2005 Addition

Consideration and review of recommendation from Bethel Public Site and Building Committee. Recommendation to The Board of Selectman, if applicable.

After review of recommendation from Public Site and Building Committee (see attached memo). Matthew Knickerbocker made a motion, which was seconded by Robert Kozlowski, to award proposal to Paul B. Bailey Architect LLC for the proposed fee structure total of \$87,500.00 with allowance of an additional \$5,000.00 for parking lot once a location is identified along with reimbursables to be billed at 1.15 times cost and forward the recommendation to the Board of Selectmen. Vote, all in favor, motion unanimously approved.

As there was no further business to come before the Procurement Committee, Matthew Knickerbocker made a motion, which was seconded by Frank Ventrella, to adjourn the meeting at 9:02 a.m. Vote, all in favor, motion unanimously approved.

Respectfully submitted,

Frank N. Ventrella, Purchasing Agent

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TOWN OF BETHEL
TOWN CLERK

PUBLIC SITE & BUILDING COMMISSION

Clifford J. Hurgin Municipal Center

1 School Street

Bethel, CT 06801

Procurement Committee
Town of Bethel
1 School Street
Bethel, CT 06801

April 6, 2011

To the Procurement Committee:

At a special meeting held March 21, 2011, the Public Site and Building Commission voted to recommend that the Town of Bethel hire Paul B. Bailey Architect LLC for the Bethel Public Library Renovation Project. This recommendation is subject to your approval.

We received ten proposals and carefully considered all of them in making our decision. In looking at these proposals, we took a number of things into consideration such as; the actual proposal, the experience of the members of the firm's Project team, the cost, the firm's experience, and the firm's ability to stay on schedule and on budget.

The proposed fee structure totaled \$87,500. As we had asked they provided the following breakdown in fees: New Library - \$59,000; Seelye House - \$28,500. They also suggested an additional allowance of \$5,000 for the parking lot with a firm fee to be determined once the location of the additional parking is determined. The following reimbursables will be billed at 1.15 times cost: printing and copying charges; overnight deliverables if required; automobile mileage and additional consultants, if required (with prior owner approval).

We feel that Paul B. Bailey Architect is the right firm for the Library Project.

We ask for your timely attention to this recommendation as we would like to contact Paul Bailey as soon as possible so we can complete contract documents.

Thank you,

Scott Perry and Nancy Ryan Co-Chairs
Public Site and Building Commission
Library Building Committee