



PROCUREMENT COMMITTEE

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

MINUTES OF MEETING

Tuesday January 28, 2014-2:00 p.m.
Clifford J. Hurgin Municipal Center - Meeting Room "A"

PRESENT: Frank Ventrella, Purchasing Agent
Robert Koslowski, Comptroller

Absent: Matthew Knickerbocker, First Selectman

Frank Ventrella called the Meeting to order at 2:07 p.m.

Request for Proposal: Surveying of Future Town of Bethel Police Station Property

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 Meeting Minutes (see attached). Robert Kozlowski made a motion, which was seconded by Frank Ventrella, to award proposal to CCA LLC for the proposed fee of \$6,800.00 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, Frank Ventrella made a motion, which was seconded by Robert Kozlowski, to adjourn the meeting at 2:10 p.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

Special Meeting Minutes

Wednesday January 15, 2014

7:30 pm

C.J. Hurgin Municipal Center - Meeting Room "B"

PRESENT: Co-Chair Nancy Ryan, John Perna, Jim Wright, Jon Menti, Ellen Connell, Deno Gualtieri

ABSENT: Chair Scott Perry, Jim Lacey, Jane Bickford

ALSO IN ATTENDANCE: Matt Knickerbocker (First Selectman), Charles C. Van Zanten (Hawley Construction Corporation)

CALL TO ORDER:

Co-Chair Nancy Ryan called the meeting to order at 7:32 pm.

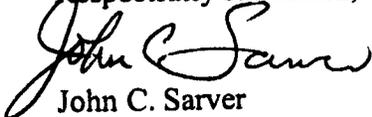
Police Station Project

- Charles Van Zanten (Hawley) reviewed the 8 Site Survey bids that were received and opened by the Procurement Committee on January 14, 2014 and forwarded to the Public Site and Building Commission for evaluation and recommendation. Discussion followed.
 - Jim Wright made a motion, seconded by John Perna to accept the proposal made by CCA LLC, as recommended by Hawley Construction Corporation in the amount of \$6,800.00 for surveying of the proposed site for the Town of Bethel Police Station subject to review by the Town Attorney (copy of CCA LLC proposal is attached)
- Vote "All in Favor". Motion approved unanimously.

AJOURNED:

Jon Menti made a motion, seconded by Nancy Ryan, to adjourn the meeting. Vote, "All in Favor". Motion approved unanimously. Meeting adjourned at 8:08 pm.

Respectfully submitted,



John C. Sarver
Recording Secretary

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TOWN OF BETHEL
TOWN CLERK

Russell T. Posthauer, Jr., P.E.
Michael J. Lillis, P.E.
Richard A. Bunnell, R.L.S.
Steven C. Sullivan, P.E.
Ralph A. Klass, P.E., L.E.P.
Abigail Adams, RLA, LEED AP
Paul J. Connelly, L.E.P.
Nancy Levesque, P.E.
C.J. Osborne, R.L.S.
Joseph W. Whynott, R.L.S.



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January 15, 2014

Purchasing Office
Clifford J. Hurgin Municipal Center
1 School Street
Bethel, CT 06801

RE: Request for Proposal
Surveying of future Town of Bethel
Police Station Property

To Whom It May Concern:

Based on our understanding of your request, CCA is pleased to submit this proposal to provide surveying services in connection with the above referenced project. Included as a part of the proposal are the following sections:

- Basic Scope of Services & Estimated Fees
- Payment Schedule
- Proposal Acceptance and Authorization
- Standard Terms & Conditions

We appreciate the opportunity to present this proposal and trust that it represents a mutual understanding of the work which is to be performed on this project. Please review what is contained herein and feel free to contact us with any questions you may have. Should you choose to accept this proposal as presented, please sign one copy and return it to us with the retainer.

Very truly yours,

Richard A. Bunnell, R.L.S.
Director of Surveys

RAB/hf
Enclosure

