

Guilford Public Schools BOE GHS Selection Committee  
Central Office North Conference Room  
Tuesday, March 16, 2010

Present: John Ireland, Chris Moore, Rick Misenti, Jim Axley, George Kral, Mauro Rubbo, , Tom Forcella,

Doug Baldwin arrived in progress

Cliff Gurnham

The meeting began at 4:00 p.m.

Mr. Ireland reviewed the agenda for this evening along with the goals. Discussion immediately began about the Firms that submitted for the RFQ. There were three firms that were clearly top rated and further discussion ensued about the fourth. There was discussion on the number needed and what the state requires. It was decided to remain with the quantitative rubric results.

Mr. Ireland made a motion to notify the top four firms, JCJ Architecture, Newman Associates, Tai Soo Kim, and S/L/A/M that they won the RFQ and will be notified that an RFP will be sent to them next week. Mr. Kral seconded and the motion was carried unanimously.

The minutes were then presented to the committee and unanimously approved with some minor corrections.

Dr. Forcella distributed an updated Educational Specification and reviewed the document to add context. There was a discussion on what should be in the Ed Spec versus the RFP. The committee was reminded that the Ed Spec needs to accompany the RFP in Draft form only and that the firm winning the RFP will be available to finalize the Ed Spec for submittal to the Board of Education for approval.

Discussions began on the RFP and any possible revisions. It was noted that the RFP cannot be adding significant changes to the RFQ otherwise this could create an issue with firms that were not selected for the RFP phase. Several items discussed were clarifications to the RFP and others were selected as interview questions.

The timeline was discussed and edited as necessary. There was discussion regarding notifying the winning firms immediately to maintain the deadline for the recommendation of a firm including fee, at the April BOE workshop.

The RFP will be sent out on March 24, 2010 and due back on April 2, 2010 (a change from the last meeting). Interviews for the final four firms are scheduled for April 7 and 8, 2010. Site visits and reference checks will begin as soon as possible.

The goals of the next meeting were discussed. The next meeting was scheduled from 6pm until 8pm on March 23, 2010 at CO North. The goal of the meeting is to make any last changes to the Draft Educational Specifications and to finalize the RFP. We will also develop questions for the interviews and schedule site visits and reference checks.

Next Meeting: Tuesday March 23, 2010 at 6:00 p.m. at CO North.

The meeting concluded at 7:00 p.m.

Respectfully submitted,  
John Ireland