

ROCHESTER-STOCKBRIDGE UNIFIED DISTRICT
BOARD OF SCHOOL DIRECTORS
SPECIAL MEETING
WEDNESDAY, FEBRUARY 13, 2019 – 6:30 PM
@ STOCKBRIDGE CAMPUS
DRAFT MINUTES

1. Call to Order
 - 1.1. Meeting called to order by Carl Groppe at 6:35pm
 - 1.2. In attendance were school board members Carl Groppe, Amy Wildt, Megan Payne, and Jenny Austin; administration Bonnie Bourne and Lindy Stetson; and one member of the public.
2. Adjustments to the Agenda – none
3. Public Comment – none
4. Action Item
 - 4.1. Consideration of Request for Proposals - Facilities Assessment Consult
 - 4.1.1. **Goals.** The goals of this study are (1) to assist the Board in making decisions about which of the Rochester buildings is more appropriate for use as an elementary school, and (2) to produce a report that can be used as a planning tool to make conscious decisions about RSUD facilities.
 - 4.1.2. **Potential Vermont Efficiency partial funding assistance.** Ethan had looked into the Vermont Efficiency program which may be able to assist with the funding for this project. Jenny to email Ethan to see if he found out any information regarding whether there are any requirements of the study to qualify for the assistance program and what the application process entails. It is the board's understanding that the Vermont Efficiency program would pay for \$2,500 per building; therefore \$5,000 for the Rochester facilities and \$2,500 for the Stockbridge facility, for a total contribution of \$7,500.
 - 4.1.3. **Discussion of proposals.** Five firms submitted proposals for this study, including gbA Architecture & Planning (gbA), Banwell, Black River Design, Vermont Integrated Architecture (VIA), and Dewey & Associates. The proposals were scored by four individuals using a scoring criteria of cover letter (5 points), proposal (10 points), qualifications and experience (25 points), approach and scope (40 points), and budget (20 points). The scores were compiled at this meeting and the total points for each firm are as follows:
 - (1) Black River Design – 354 points
 - (2) VIA – 347 points
 - (3) gbA – 345 points
 - (4) Dewey & Associates– 338 points
 - (5) Banwell – 308 pointsThere was discussion of each proposal:

- 4.1.3.1 In general, the costs for all three are comparable.
- 4.1.3.2 All firms were considered to be qualified to do the work, and all had experience working with schools.
- 4.1.3.3 Some of the proposal had similar subconsultants for mechanical, electrical, and civil components.
- 4.1.3.4 The principal at VIA is a native of Rochester. It was noted that the principal of a firm won't typically be the one that spends their time working on the project for day to day details.
- 4.1.3.5 Some of the proposals project experience appeared to be more geared towards design than planning.
- 4.1.3.6 The top ranked proposal of Black River Design was the only proposal to include an example table from a project that they had worked on. It was also discussed that their proposal broke down various options for consideration of their work, and their cover letter discussion of efficiency and each school district having different needs was appreciated.
- 4.1.3.7 The second top ranked proposal of VIA good local knowledge and a nice summary of what each task includes.
- 4.1.4 Next Steps
 - 4.1.4.1 Megan made a motion to accept the proposal Black River Design. Jenny seconded. All board present was in favor; motion approved.
 - 4.1.4.2 Bonnie will reach out to Black River Design to let them know that they were the top ranked proposal and to plan a meeting to discuss the project and scope of work.
 - 4.1.4.3 Bonnie will notify the remaining firms that submitted proposals to let them know of our decision.
 - 4.1.4.4 Jenny email Ethan to get more information regarding the Vermont Efficiency grant program which may be able to assist with up to \$7,500 for this study.

5.0 Board Comment – none

6.0 Other – none

7.0 Next Meeting Date

7.1 Tuesday, March 5, 2019 @ Stockbridge Campus

8.0 Adjourn

8.1 Meeting adjourned at 7:45pm

Respectfully submitted,
Jenny Austin