

RECEIVED FOR RECORD
TOWN OF WILTON

2018 DEC 13 A 8:40

BY: *af*

Police HQ - Town Campus Facility
Building Committee



Town Hall
238 Danbury Road
Wilton, Connecticut 06897
Tel: (203) 563-0100
Fax: (203) 563-0299

**POLICE HQ – TOWN CAMPUS FACILITY BUILDING COMMITTEE
REGULAR MEETING
11 DECEMBER 2018**

**NOTE: THESE MINUTES ARE SUBJECT TO CHANGE AND APPROVAL AT
A FUTURE MEETING OF THE COMMITTEE**

CALL TO ORDER

Co-Chairman David Waters called the meeting of the Police HQ-Town Campus Facility Building Committee (Committee) to order at 6:34 p.m. In attendance were Committee Members Co-Chairman Patti Temple, Kathy Poirier, Dave Johnson, Keith Fordsman and Jack Suchy. In addition, Captain Robert Cipolla of the Wilton Police Department and Mr. Christopher Burney, Director of Public Works and Facilities were in attendance.

PUBLIC COMMENT

There was no public comment.

**REQUEST FOR QUALIFICATIONS (RFQ) FOR OWNER'S PROGRAM
MANAGEMENT SERVICES**

Committee members discussed the proposals by the four (4) companies which responded to the RFQ:

1. Colliers International
2. Gardiner & Theobald
3. Vase Management LLC
4. STV/DPM

The two highest scores, as scored by committee members, were asked to make presentations at tonight's meeting.

The presentations centered on the company's relevant project experience, project team qualifications, and project approach.

At 7:00pm, STV/DPM made a PowerPoint presentation to the group and then answered questions from the committee.

At 7:40pm, Colliers International made a PowerPoint presentation to the group and then answered questions from the committee.

Following the presentations and after discussion by the committee, Mr. Johnson made a motion not to proceed beyond the top two (2), Colliers International and STV/DPM. Mr. Fordsman seconded the motion. The motion carried 6-0.

Mr. Fordsman made a motion for the committee to recommend to the Board of Selectmen that Colliers International be selected as Owner's Project Manager for this project. The motion was seconded by Mr. Johnson. The motion was carried 6-0. The recommendation will be presented to the Board of Selectmen at their next scheduled meeting in December. Co-Chairpersons Waters and Temple suggested that member of the committee attend the Board meeting, if available.

STATUS REPORTS ON STATEMENT OF REQUIREMENTS

Mr. Burney reported that the Town Hall Statement of Requirements is in draft form and under review.

Captain Cipolla reported that the Wilton Police Department Statement of Requirements, as authored by the police and the Wilton Police Commission is in draft form and under review.

Discussion followed about the Owner's Project Manager reviewing the draft versions of the Statements of Requirements.

BETHEL POLICE DEPARTMENT VISIT

A tentative date for the visit of the Bethel Police Department has been set for December 21, 2018 at 8:00am. More details will follow from the Wilton Police Department.

COMMITTEE MEMBER COMMENT

There was no member comment.

PUBLIC COMMENT

There was no public comment.

NEXT REGULAR MEETING DATE

. The next scheduled regular meeting is January 15, 2019 at 6:30pm.

ADJOURNMENT

With no further business to conduct, Mr. Fordsman made a motion to adjourn, seconded by Mr. Suchy. The motion carried 6-0, at 8:58pm.

Respectfully submitted,

Jack Suchy, Recording Secretary