

Town of Woodbridge

Center Building Renovation Committee

Meeting Minutes August 18, 2022

The regular meeting of the Center Building Renovation Committee took place in the Police Department Training Room on Thursday, August 18, 2022 at 10:00 a.m.

Present for Committee:

Chairman Dwight Rowland, Andrew Esposito, Jr., Chief Frank Cappiello, Susan Davidson, Jeanette Glicksman, Paul Kuriakose

Present for Staff: Janice Innocenzi

Approval of Meeting Minutes – July 21, 2022:

The Committee voted unanimously (Esposito/Cappiello) to approve the minutes of the regular meeting of the Center Building Renovation Committee held July 21, 2022.

Motion to Approve RFP:

The Committee voted unanimously (Glicksman/Cappiello) to approve the RFP as submitted to the town.

Further Discussion of Retention of an A/E Firm & Status of Request for Proposal (RFP):

- The Town has posted the RFP; a link will also be available on the town website.
- A pre-bid meeting will take place Thursday, Aug. 25, 2022 at 10:00 a.m. in Room #16 of the Center Building. All A/E Firms will be requested to be here at that time for a walk-through of the entire Center Building.
- Timeline –
 - Design professional selected and under contract by October 15, 2022.
 - Recommendations with options and estimate for presentation by November 30, 2022.
 - Recommendations with options and estimate finalized and ratified to present to the Board of Selectmen mid to late January 2023.
 - Present the design development information with a final estimate by mid-February 2023.
 - Town Referendum or Special Town Meeting by late March 2023.
 - If referendum passes, preparation of construction documents ready for bidding by May 31, 2023.
 - Bid and Award by June 30, 2023.
 - Start construction July 31, 2023.
- We are asking for bids to be submitted on September 15, 2022. Bids will be reviewed and evaluated; references will be checked.
- Any requests for clarification must be received by the Town by no later than 4:00 p.m. on Wednesday, Sept. 8, 2022.
- Develop a list of questions for all bidders.

Other Business:

The September 29, 2022 regular meeting will be cancelled and a special meeting will take place on Tuesday, September 20, 2022 at 10:00 a.m.

Adjournment:

The Committee voted unanimously (Glicksman/Davidson) to adjourn the meeting at 10:41 a.m.

Respectfully submitted,
Janice Innocenzi

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Motions

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