

# Town of Woodbridge

## Center Building Renovation Committee

### Special Meeting Amended Minutes September 20, 2022

A Special Meeting of the Center Building Renovation Committee took place in the Police Department Training Room on Tuesday, September 20, 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 – August 18, 2022:

***The Committee voted unanimously (Esposito/Glicksman) to approve the minutes of the regular meeting of the Center Building Renovation Committee held August 18, 2022.***

Review Revised RFQ for Retention of A/E Firm & Pre-Bid on October 6, 2022:

- Chairman Rowland highlighted revisions made to the RFQ.
- A pre-bid meeting will take place on October 6, 2022, in Room #16 of the Center Building at 10:00 a.m. The meeting will include a walk-through. The walk-through is not mandatory.
- There is currently no budget that has been established for this project by the Town of Woodbridge.
- Hazardous materials testing and remediation shall be excluded from this RFQ. This will be handled separately by others from the AE's work.
- Move management (physical relocations and temporary space use planning for relocation of occupants during the phased work), should be included in responses to RFQ.
- Revised Timeline discussed.
- The Town must receive all requests for clarification and/or questions no later than 4:00 p.m. on Thursday, October 20, 2022 (one week prior to Bid due date).
- RFQ proposals, including an electronic copy of RFP Proposal on a portable drive, are to be submitted no later than 3:00 p.m. on October 27, 2022, addressed to Finance Director Anthony Genovese.

***The Committee voted unanimously (Glicksman/Esposito) to approve the revised RFQ, as presented.***

Other Business:

- There was no other business discussed.

Adjournment:

***The Committee voted unanimously (Cappiello/Glicksman) to adjourn the meeting at 10:19 a.m.***

Respectfully submitted,  
Janice Innocenzi

# **Town of Woodbridge Center Building Renovation Committee**

## **Special Meeting Amended Motions September 20, 2022**

Approval of Meeting Minutes – August 18, 2022:

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Review Revised RFQ for Retention of A/E Firm & Pre-Bid on October 6, 2022:

*The Committee voted unanimously (Glicksman/Esposito) to approve the revised RFQ, as presented.*

Adjournment:

*The Committee voted unanimously (Cappiello/Glicksman) to adjourn the meeting at 10:19 a.m.*

Respectfully submitted,  
Janice Innocenzi