

DRAFT

**REGULAR MEETING MINUTES
HORACE W. PORTER HVAC BUILDING COMMITTEE
Monday, June 3, 2024
6:00 PM
Horace Porter School Library
3 Schoolhouse Rd., Columbia, CT**

Members Present: Chris Lent; Guy Wanegar; David Geissert; Alan Harbec; Leah Osborn (departed at 7:25 pm); and Mike Sylvester, Facilities Manager (non-voting).

Members Present (remotely): Mark Walter, Town Administrator.

Others Present: Barbara Wilson, Superintendent.

Others Present (remotely): None.

1. **CALL TO ORDER:** Chris Lent called the meeting to order at 6:02 pm.
2. **APPROVAL OF AGENDA:**

Leah moved to approve the agenda, and Guy seconded. Motion passed, 5:0 (unanimously)
3. **APPROVAL OF MINUTES:**

3.1 HVAC Building Committee Special Meeting Minutes for 5/13/24

Guy moved to approve the Special Meeting Minutes for 5/13/24, and Leah seconded. The Special Meeting Minutes for 5/13/24 passed 5:0 (unanimously)
4. **AUDIENCE OF CITIZENS:**

There were no comments or questions from the audience.
5. **OLD BUSINESS:**

5.1 Silver Petrucelli & Associates Status Report.

A status report from Silver Petrucelli & Associates was not provided.
6. **NEW BUSINESS: (NO MOTIONS)**

6.1 Review and evaluation of the Request for Qualification/Proposal documents for Commissioning Services for the Horace W. Porter School HVAC Project. Possible action to select a qualified Commissioning Agent and make a recommendation for contract award.

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The Committee received proposals received from Sustainable Engineering Solutions, LLC, and Colliers Project Leaders. Both firms were evaluated in accordance with the criteria specified in the Request for Qualification/Proposal documents for Commissioning Services. The Committee concluded that both firms met the minimum qualifications, and submitted compliant proposals

Leah moved to select Sustainable Engineering Solutions, LLC, as the lowest responsible and qualified bidder for Commissioning Services for the Horace W. Porter School HVAC Project, and recommend that the Board of Selectmen award a contract, on the condition that Mike Sylvester contact two references, as well as a favorable recommendation from the Engineering Firm (Silver Petrucelli & Associates) regarding their sampling strategy. Guy seconded. Motion passed, 5:0 (unanimously)

6.2 Review and evaluation of the Request for Qualification/Proposal documents for a Part-time Owner's Project Manager Construction Oversight Services for the Horace W. Porter School HVAC Project. Possible action to select a Part-time Owner's Project Manager and make a recommendation for contract award.

The Committee received proposals received from J.R. Russo, LLC, Colliers Project Leaders, and 7 Summits Construction. All three firms were evaluated in accordance with the criteria specified in the Request for Qualification/Proposal for Part-time Owner's Project Manager Construction Oversight Services. The Committee concluded that all three firms met the minimum qualifications, and submitted compliant proposals

David moved to select J.R. Russo, LLC, as the lowest responsible and qualified bidder for Part-time Owner's Project Manager Construction Oversight Services for the Horace W. Porter School HVAC Project, and recommend that the Board of Selectmen award a contract. Guy seconded. Motion passed, 5:0 (unanimously)

7. OTHER MATTERS:

No additional matters were discussed.

8. AUDIENCE OF CITIZENS:

There were no comments or questions from the audience.

9. ADJOURNMENT:

David moved to adjourn, and Alan seconded. The Committee adjourned at 7:43 pm. Motion passed, 4:0