

MACS Facilities Committee Meeting

February 3, 2017

Meeting began at 12:30 pm. In attendance were Kathy DeMello, Nauzar Vimadalal, Tom Malone, Dick Gagnon, Amy Bottomley and guest Chris Giardinia,

Discussion was held on how to go about preparing the Request for Proposals on the 2017 Build Out Project. After a walk around tour it was decided to put the following options in the RFP.

Option A: The complete build out to include the following rooms, 2 Classrooms, Science Lab, Administration Office, Reception Area, Specialist Room and Library.

Option B: Just what we are referring to as the "West Wing", 2 Classrooms, Science Lab, Administration Office, Reception Area.

Option C: Just the Specialist Room and Library.

A discussion began on the fact that there are no windows in the two newly proposed classrooms. After some back and forth with the Architect via email it was determined that windows were not feasible. The discussion turned towards adding some inside windows at the top of the hallway walls that would let some natural light in that would come from the front of the building and into the hallways. The Architect said this would be doable and that he would create an Addendum to the already design documents to include that. The committee felt this would be an affordable solution to the lack of natural light in those rooms.

After more discussion, Chris mentioned he would send Dick some sample RFPs as well as an instruction sheet on how to write an RFP. Since no one else volunteered to write it up Dick agreed to make an attempt at putting it together. Chris also mentioned a contractor's site to place the RFP called www.thebluebook.com.

The committee also agreed that we would give 30 days for bids to be submitted and that we would have one or two walk thru days. The project would need to start on June 15th and be finished by Aug. 15th.

Presented by Dick Gagnon 2/15/17