

**Monkton Building Committee Meeting Minutes**  
**Wednesday, January 16, 2019**

**Present:** Stephen, Jere, Chelsea, Pete, Peter, Heather, Deb, and special guest Ashar Nelson from VIA

Goal of this meeting: come to a decision on how to move forward and to determine budget needs for this project for the coming year.

Ashar began by noting that he has had personal experience working with both a design/build firm (Breadloaf) and an architectural firm (Vermont Integrated Architecture). He explained that there were three basic options available to us:

1. Design / Bid / Build - RFPs to architects for the design work, to include construction estimates
2. Design / Build Firm - RFPs to design/build firms, each firm proposes a design and construction estimate
3. Construction Management - basically a cost-plus arrangement where we would distribute an RFP to architects and then another RFP to construction management firms, once a design was completed

Lots of discussion ensued about the merits of each approach. General sentiment at the end appeared to be #1 was first choice, #2 second choice and #3 not attractive.

Ashar will provide sample RFP templates and Stephen will share RFPs from at least one previous Town Hall proposal. Basic components of a Request For Proposal include:

- Description of project
- Size and scale (square footage)
- Project budget
- Guiding Design Principles (examples: minimize costs, maintain historic style, include preference for local contractors, etc.)
- Scope of the work (which services do we want them to provide for us, and which will be done by someone else?)
- Timing of the project (schedule)
- Contractual Terms

Ashar reinforced a point we've heard before: "You'll have better results on a bond vote if you involve the community in the design process.

Concerns were voiced about the schedule for completing the process of creating an RFP(s), time to firms to develop initial design and construction estimates (proposals), bid evaluation and selection, bond vote, detailed design and budget process, and construction. We may need to decide whether to schedule a bond vote separate from Town Meeting, which could not occur

until March 2020 meaning that construction on the building would probably not even start until the spring of 2021, 2 years from now.

Next committee meeting scheduled for Wednesday, February 27th, 7:00 p.m.

Respectfully submitted,  
Deputy Secretary Peter Straube