

**WILLINGTON BOARD OF EDUCATION
AD HOC FACILITIES COMMITTEE
MINUTES**

September 12, 2023

6:00 p.m.

Hybrid Meeting Recording

Members present

Michelle Doucette Cunningham

Arhtru Christense

Dr. Laura Rodriguez

Also present

Phil Stevens, Superintendent

1. Call to order

The meeting was called to order by Michelle Doucette Cunningham at 6:00 p.m.

2. RFP response for educational facility planning

Superintendent Stevens reviewed the RFP that was posted, highlighting the request was for a comprehensive facilities master plan for Center and Hall Schools including a 10-year capital improvement plan.

Superintendent Stevens shared that the Board received one proposal from QA+M Architecture. He focused on their project approach, noting QA+M presented three areas including concept designs to maintain the current facilities, renovate as new, and build new. Superintendent Stevens stated that the Board is looking for the review to maintain the current facilities and that QA+M's addition of concept plans for a renovation or new building was not part of the RFP.

Superintendent Stevens recommended the committee interview QA+M for clarification and to gain a better understanding of their proposal.

Arthur Christensen and Dr. Laura Rodriguez agreed only a portion of the QA+M proposal was what the Board was looking for and that the proposal may have had some additions that didn't necessarily pertain to the RFP.

Michelle Doucette Cunningham wondered if the price would decrease because they added additional items not included in the RFP. She shared that if QA+M didn't meet the expectations of the RFP the Board could repost the RFP to try and gain additional proposals. The ad hoc committee agreed to interview QA+M.

Superintendent Stevens stated that if QA+M satisfies the ad hoc committee following their interview, the full Board could review a contract and the proposal at their October meeting. The full Board would need to make a recommendation and request the Board of Selectmen call a town meeting to be able to access the funds for the project.

3. Adjournment

Michelle Doucette Cunningham adjourned the meeting at 6:23 p.m.

2023 SEP 19 A 11:33


TOWN CLERK