Dorothy Hamill Skating Rink Reconstruction Committee
Meeting Notes January 7, 2020
9:00 a.m. Keegan Parks and Recreation Conference Room

Present: Rick Loh, Sue Snyder, Rich Ernye, Lorin Pratley, Tom McGarrity, Bill Drake, Nancy Leamy, Alan Monelli, and Guest John Franco

The next two meetings are scheduled for Wednesdays, February 5 and March 4 at 9 a.m. in the Keegan P&R Conference Room.

Alan Monelli presented the RFQL (request for qualifications) to the committee. It will be sent to all CT architects, posted on the Town’s website, and publically advertised. Alan explained the RFQL process, including that the evaluation team will select the top 5 architectural firms and then ask the top 5 to give a presentation on their vision of a design for a new rink. The RFQL gives the scope of work, the projected budget ($16 million), the approximate square footage (40,000) of the new rink. The budget for the architectural, engineering, and design consultants is $1,280,000 (an updated figure). 30% of the design must be completed, and this will then be sent to Planning and Zoning.

John inquired about the location of the Lyons house, and Alan stated that that would not be known until late summer or fall 2020. The architects will each figure where the house will go in their designs.

Alan noted that only CT licensed architectural firms can be a “Submitting Firm”. Each Submitting Firm should “partner” with a company that specializes in ice rink construction. Each Submitting Firm must provide several items, i.e., a letter of interest, licenses, their design team, firm history, their experience, and litigation history. Each rink refrigeration partner firm must also provide their experience and references, and litigation history, among other information.

Sue stated that an evaluation team must be confirmed for the RFQL. Bill Drake agreed to be on the evaluation team, in addition to Tom and Rick and Town staff. Sue will contact both Gus and Chris to see if either one or both would serve on the evaluation team. Alan showed the table of points for evaluating the Submitting Firms qualifications, the evaluation criteria provided to the evaluation team, and some frequently asked questions. A sample of a scoring sheet was also provided.
Alan said the Committee needs to finalize the replacement goals for the new rink; we should continue this discussion at the next meeting in February. The meeting concluded at 10:10 a.m.