

Suffield Permanent Building Committee

February 15, 2009

To: Elaine O'Brien, Suffield Town Clerk

From: Joe Sangiovanni, Chairman

The Suffield Permanent Building Committee (PBC) will conduct interviews of four (4) architects, for possible selection to provide design services for the new Suffield Senior Center, on Wednesday and Thursday, February 25 and 26, 2009, in the Suffield Town Hall, Lower Level Conference Room, starting at 7 p.m.

Agenda:

- Wednesday, February 25, 2009
 - ◆ 7:00 to 7:15 p.m.: Welcome and Introduce 1st Architect
 - ◆ 7:15 to 8:00 p.m.: Presentation by 1st Architect
 - ◆ 8:00 to 8:15 p.m.: Question and Answer with 1st Architect
 - ◆ 8:15 to 8:30 p.m.: Welcome and Introduce 2nd Architect
 - ◆ 8:30 to 9:15 p.m.: Presentation by 2nd Architect
 - ◆ 9:15 to 9:30 p.m.: Question and Answer with 2nd Architect
 - ◆ Adjourn

- Thursday, February 26, 2009
 - ◆ 7:00 to 7:15 p.m.: Welcome and Introduce 3rd Architect
 - ◆ 7:15 to 8:00 p.m.: Presentation by 3rd Architect
 - ◆ 8:00 to 8:15 p.m.: Question and Answer with 3rd Architect
 - ◆ 8:15 to 8:30 p.m.: Welcome and Introduce 4th Architect
 - ◆ 8:30 to 9:15 p.m.: Presentation by 4th Architect
 - ◆ 9:15 to 9:30 p.m.: Question and Answer with 4th Architect
 - ◆ 9:30 p.m.: Discuss and Evaluate Architects
 - ◆ Schedule Next Meeting(s)
 - ◆ Adjourn

JJS

PBC: 02.05.2009