

Public Works Facility Building Committee (PWFBC)

First Floor Conference Room

One Avenue A, Turners Falls, MA 01376

Thursday, November 8, 2018

5:30 PM

Present: Mark Fairbrother, Ariel Elan, Mark Williams, Tom Bergeron, Bob Macewicz, Ken Morin, Jason Burbank, Walter Ramsey (Town Planner).

Agenda Items:

Meeting Minutes: Action Deferred to next meeting.

DPW – Designer Selection Process

1. Bldg Project Phases and Staffing
 - a. Neil Joyce / CMS reintroduced himself and his firm to the committee. CMS confirmed that Neil Joyce would be representing CMS and providing OPM services throughout designer procurement and design phase of the project.
2. Timeline / Designer Procurement
 - a. CMS provided copies of the draft designer RFQ, and reviewed the designer procurement process in general terms. As outlined in RFQ, advertisements would be placed in the central register and newspaper publications to appear on November 14, 2018. Responses would be due by December 5th, with deliberation and interviews (if necessary) to follow.
 - b. Town requested to include local advertisements in the Greenfield Recorder and the Hartford Courant.
3. Draft of RFQ Presentation
 - a. CMS provided an overview of the RFQ, summarizing the related dates above, as well as reviewing the qualification-based evaluation process that will occur. Discussion was focused on the requirements for the project design phase, as well as during bidding, construction administration (CA) and close out.
 - b. CMS outlined the evaluative criteria to be utilized during the review of the RFQ.
 - c. CMS confirmed that only after the responses have been evaluated and ranked, interviews may be conducted. If one respondent is a clear favorite, the committee may elect to skip the interview process and negotiate a fee with the top ranked firm. If interviews are required, a minimum of three firms must be interviewed.
 - d. After interviews are completed (If required), the finalists are ranked. The Town will then proceed to negotiate a fee for services with the top ranked firm. If a fee can not be negotiated, then the Town may proceed to the second-ranked finalist, and so-on, until an agreement is reached.
4. Agreement on Required Changes and Authorization to Proceed
 - a. Committee requested minor changes to the RFQ as noted below:
 - i. reference to DPW Facility should be consistent throughout RFQ.

- ii. Page 4 - Under Phase I: Project Design, Item 14 – include “Demonstrated experience with Passive Building Design should be identified”
- iii. Page 4 - Phase 2: Add language for potential of separate procurement for early site / clearing package.
- iv. Page 6 - Correction to Town Hall Hours of Operations (M,T,Th 8:30 AM -5:30 PM / W 8:30 AM -6:30 PM / F Closed).
- v. Page 6 – Item 6 – Include requirement to identify experience in pre-engineered metal buildings. Item 7 – substitute “energy performance” for “efficiency” in second sentence. Add “Item 18: Commissioning Experience”. Scope will likely include mechanical and electrical systems, and development and incorporation of an “Owner’s Project Requirements” document.
- vi. Page 7 – Item 2 – amend to read “designer / engineer”. Item 3 – replace “Headquarters” with “Facility” in first sentence. In second sentence, amend to read “Designers and Subconsultants...”. Item 11 – amend to include the words “... incentives and rebates” at the end of the sentence.
- vii. Page 8 – Amend “Fee for services” to indicate a maximum of \$770,000 for Designer’s Fee for Services.
- viii. Page 9 – Town to confirm insurance requirements and appropriate limits.

A motion was heard to approve the issuance of the RFQ for Designer Services, as drafted by CMS, and as amended above. Motion was seconded, with unanimous approval of the committee (8-0).

- 5. Next Meeting Date – CMS advised the next meeting date should be after receipt of Designer RFQ Responses. A date of Tuesday, December 11, 2018 at 5:30 PM, at Town Hall was to be scheduled.
- 6. Meeting Adjournment – 6:55 PM.