

PERMANENT BUILDING COMMITTEE
Minutes – October 28, 2015

Present: Co-Chairs Michael Melnick and Elaine Jones, Craig Blake, William Braun, John Porter and Joseph Sziabowski. Also present: Facilities Director James Kelly and Sudbury Historical Society representatives, Director Sally Hild, Stewart Hoover, Ruth Griesel, and Peggy Fredrickson.

The meeting was called to order at the DPW Conference Room at 7:30 p.m.

Loring Parsonage Repurposing Project Acting as the Designer Selection Committee, the Permanent Building Committee conducted an interview with the firm of Spencer & Vogt Group (S&VG) based on its October 21, 2015 review of proposals. Mr. Melnick reported that Garafalo Design Group had informed him that they were withdrawing from the process and advised that, in their opinion, Spencer & Vogt was extremely well qualified for the project.

Spencer & Vogt Group Lynne Spencer, Principal/Preservationist, introduced the team for the project: Partner Arthur Vogt, AIA; Architect Patrick Guthrie; and Structures North Consulting Engineers, John Wathne, structural engineer. The firm will also be working with CSI Engineers (mechanical); Nobis Engineering (civil); Fuss & O’Neill EnviroScience (hazmat); A.M. Fogarty (cost estimating). Existing conditions of the Parsonage were presented by the firm members and Mr. Wathne who had conducted a structural assessment during the SVG conditions assessment and feasibility study for the Sudbury Historical Society. Relevant historical preservation experience was noted specifically in regard to the Buckman Tavern in Lexington, owned by the Town and leased to the Lexington Historical Society, and several other historical buildings presenting similarities with the current Parsonage project.

During the question and answer period the following subjects were briefly explored: how best to use the schedule given the funding situation; the order of necessity inclusion of regulatory code, access, life safety among other items; the heavy load requirements of archival storage; the best value for a Phase 1A which may not be the floor structural stabilization; stabilization of the ell not necessarily being the best approach.

Deliberation At the conclusion of the interview upon the departure of S&VG, the Permanent Building Committee members discussed their impressions of the firm. On the basis of S&VG team approach, skill areas, process, and extensive and similar restoration experience, it was the unanimous decision of the Permanent Building Committee members, with the concurrence of Facilities Director Jim Kelly and the Sudbury Historical Society representatives, to recommend to the Town Manager that Spenser &Vogt Group be awarded the contract for the restoration of the Loring Parsonage for use as the Sudbury History Center and Museum, subject to negotiation of the fee proposal and the availability of funding.

The recommendation was based additionally on the following:|

- Massachusetts registration and licensing in all applicable disciplines;
- Thorough knowledge of the Massachusetts State Building Code (8th Edition), the Americans with Disabilities Act, and regulations of the Architectural Barriers Board;
- Thorough knowledge of, and familiarity with, requirements of Chapter 579 of the Acts of 1980

(Omnibus Construction Act) for Public Construction and Chapter 193 of the Acts of 2004;

- Scope of services offered and their appropriateness to the needs of the Town;
- Relevant experience in restoration design and renovation of historic properties and qualifications in projects similar in scope within the last five years;
- Past performance on public and private contracts;
- Ability of firm and specific key individuals to work with Town personnel and Committees and the Sudbury Historical Society;
- Demonstrated ability of team members to work together on comparable projects;
- Ability to meet schedule;
- Identity and qualifications of the consultants who will work on the project, including the firm to conduct marketing analysis and prepare business plan;
- Qualifications of the key personnel to be assigned to the project;
- Time commitment of those key persons assigned to the project;
- Financial stability of the firm;
- Cost control experience;
- Achievements demonstrating design excellence;
- Demonstrated familiarity with the public bid construction process.

After thorough exploration of various criteria to be utilized in fee setting, the PBC members voted to set the not to exceed fee inclusive of both the design inclusive of bid document preparation and construction phases inclusive of bidding and construction administration at \$145,000 which represents the funding expected at this time from the State. It was noted that the intent is to execute at this time only the design phase contract which will include bid document preparation. If a Phase 1A becomes feasible, an Amendment will be executed for bidding and construction administration for that Phase. The construction phase inclusive of bidding and construction administration will be dependent upon continued funding for the project.

Mr. Melnick will contact Spencer & Vogt in regard to the recommendation and request that they submit a fee proposal.

Meeting Schedule The next meeting will be held on November 4, 2015, at 7:30 p.m. at the DPW Conference Room.

There being no further business, the meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Elaine L. Jones