

PERMANENT BUILDING COMMITTEE
MINUTES – May 8, 2017

Present: Co-Chairs Michael Melnick (remote participation) and Elaine Jones, William Braun, Craig Blake, John Porter and Joseph Sziabowski. Also present: Facilities Director James Kelly and Fire Chief William Miles.

The meeting was opened at 7:30 p.m. in the Police Headquarters Conference Room.

Designer Services – Fire Station No. 2 The Permanent Building Committee (PBC), acting as the Designer Selection Committee, reviewed the qualifications received pursuant to the Request for Qualifications (RFQ) for Designer Services in connection with the construction of a new fire station on the site of the existing Station No. 2 located at 550 Boston Post Road. Services include schematic design, design development, construction documents and bidding, and construction administration. Phase I, schematic design will be contracted at this time with use of donated funds accepted for this purpose from the developer of the Raytheon site, National Development. The following phases will be contracted subject to funding.

Three firms submitted proposals which were reviewed: HKT Architects, Inc., 35 Medford St., Somerville, MA 02143; Kaestle Boos Associates, Inc., 325 Foxborough Blvd., Suite 100, Foxborough, MA 02035; and Winter Street Architects, Inc., 27 Congress St., Suite 201, Salem, MA 01970.

HKT Architects, Inc. is an eleven person firm established as HKT Architects in 1991 which employs eight architects, three registered in MA. The firm has considerable participation in both studies and design/construction of Fire Stations and emergency services buildings.

Kaestle Boos Associates, Inc is a sixty person firm established as Kaestle Boos in 1975 which employs sixteen architects, seven with MA registrations. The firm utilizes Building Information Modeling (BIM) and has extensive participation in both studies and design/construction of Fire Stations and public safety facilities.

Winter Street Architects, Inc. is an eleven member firm which employs five architects, four with MA registrations. The firm utilizes Building Information Modeling and has experience in both studies and design construction of Fire Stations and public safety facilities.

At the conclusion of the review it was determined that all firms met both the minimum qualifications and demonstrated that they were qualified in all rating criteria. It was determined that Kaestle Boos Associates, Inc. was the most suited for this project and could work most efficiently on the project with its more current experience in fire station design and construction. HKT Architects, Inc. and Winter Street Architects, Inc. were equally rated as second choice candidates. The Committee in its discretion under the RFQ agreed that no interviews would be necessary.

The PBC/Designer Selection Committee with the concurrence of Facilities Director Kelly and Fire Chief Miles expressed its intention to award the contract for Fire Station No. 2, as set forth in the advertised RFQ, to Kaestle Boos Associates, Inc. for the following reasons:

- Thorough knowledge of the Massachusetts State Building Code 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
- Recent experience in design of fire stations within the last five years
- References
- Qualifications of the firm and specific key individuals proposed to be assigned to the project
- Ability of firm and specific key individuals to work with Town personnel and Committee
- Demonstrated ability of team members to work together on comparable projects
- Accessibility of team to the project area
- Ability to meet schedule
- Financial stability of the firm
- Cost control experience
- Achievements demonstrating design excellence
- Demonstrated familiarity with the public bid construction process.

The award is conditioned upon the firm's ability to submit a price proposal which does not exceed \$600,000 for the entire project and agreement to a Phase 1 Schematic Design contract at this time within the funding amount available.

Mr. Blake will serve as the PBC Project Manager and will contact Kaestle Boos (KB) to request a price proposal and schedule a meeting with the Committee on Thursday, May 18, 2017. The meeting is to include the KB Principal-in-Charge Michael J. McKeon and both the Civil Engineer (CE) and the Mechanical, Electrical, Plumbing (MEP) team members.

Fairbank Community Center Mr. Kelly reported that Town staff has worked together to determine how best to go forward with utilizing existing data to further develop existing scenario plans developed by BH+A to accomplish the stated needs of both the Senior Centre and Park and Recreation staff. It was thought that this approach would eliminate any need for the solicitation for services proposed by the Fairbank Master Plan Task Force. The Task Force, however, with the consent of the Board of Selectmen has determined to go forward with a solicitation for services and has formulated an RFP for advertisement.

Town Hall Renovation/Rehabilitation The Committee acknowledged the Town Meeting approval of \$600,000 in Community Preservation funds for implementation of the Town Hall Master Plan put forth by the Task Force which will rehabilitate the building for its present uses and make it handicapped accessible. Designer services are required.

Meeting Schedule The next meeting will take place on Thursday, May 18, at 7:30 p.m., place to be determined.

There being no further business, the meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Elaine L. Jones