

## PERMANENT BUILDING COMMITTEE

Minutes – March 28, 2018

Present: Co-Chairs Michael Melnick and Elaine Jones, Craig Blake, William Braun, Joseph Sziabowski, John Porter and Associate Member Nancy Rubenstein. Also present: Frank Riepe, SHS Director Sally Hild, and Christopher Morely.

The meeting was called to order at 7:00 p.m. at the DPW Conference Room.

Owner's Project Management Services – Sudbury Town Hall . Acting as the Designer Selection Committee, the Permanent Building interviewed three firms relative to project management services for the renovation including historic restoration of the Town Hall in two phases with each being contracted separately. Each firm was provided a twenty-minute presentation period including introduction of the team members, followed by a ten-minute question and answer opportunity.

The Vertex Companies, Inc. (Vertex) Jon K. Lemieux, P.E., Project Executive, introduced members of the Vertex team: Project Managers Steven Kirby and Stephen Theran and Project Representative Kevin Heffernan, noting the qualifications each would bring to the project. A presentation booklet was distributed and Mr. Lemieux presented a brief overview of the company and its many projects including historic restoration and town hall work.

Mr. Lemieux noted that the firm, founded in 1995, is owned by its employees and has a broad breadth of staff capabilities, adding that it has also experienced many repeat clients over the years. A detailed overview of the services to be provided, the project approach, and the management plan including the role that each of the team would play was provided by those present. It would be the intention for Mr. Lemieux to represent the Town through the schematic design with Stephen Kirby working on the various detail work and Kevin Heffernan coordinating consultant work. It was represented that all of the team are excellent problem solvers and are always available for discussion with the client. The on-site Clerk required for the construction administration phase would be available for interview at the appropriate time.

The firm's various historic project experience was illustrated, several of which involved use of Community Preservation Act funding including the Marblehead Abbott Hall restoration, the Upton Town Hall renovation and two Marshfield projects.

NV5, Consultants, Inc. (NV5) Project Director Rob Juusola, AIA, introduced the team members present for the interview: Project Manager Inga Knox; Chris Hildreth, PE, responsible for MEP Design Review; and Site Representative Rob Griffin, P.E. Mr. Juusola noted that Principal-in-Charge Chris Guarino was unavailable to attend the interview this evening.

Mr. Juusola noted that the project management group is comprised of twenty-five people in a firm which has been in business for over thirty-years and is part of a national network of professionals in various fields. Members of the team detailed their individual responsibilities in the approach and management of the project of which community outreach is a part. It was noted that while NV5 prefers to use an independent cost estimator, in-house capability is also

provided. It was also recommended that during the construction period a full-time on-site representative be utilized. In questioning, each member of the project team noted their current work-load.

Construction Monitoring Services, Inc. (CMS) Principal/Project Director Neil Joyce introduced team members Assistant Project Manager Scott Lubker, and Site Representative Roger Hoyt. Mr. Joyce informed the Committee that he would be jointly working as the Project Manager with Mr. Lubker and noted that Paul Griffin, a founding partner of the firm since 1994, is also available as needed.

Mr. Joyce stated that the firm employs twelve people and is currently managing five projects, noting that the schedule proposed for the Town's project fits in well with their current and proposed work. Each team member spoke relative to their individual responsibilities. The proposed site representative, Mr. Hoyt explained that as retired architect his experience has proved to provide beneficial insight into the construction process.

Mr. Joyce detailed the firm's successful experience on various projects, including historical in nature, and talked about various aspects of the firm's approach and qualifications.

Committee Deliberation The interviews concluded at 10 p.m. In consideration and comparison of all presentations and proposal information, it was concluded by majority vote that Construction Monitoring Services, Inc. (CMS) possessed an excellent understanding of Town operations, uses, and needs allowing it a better ability to translate functions to needs. The firm's previous experience as Owner's Project Manager for the construction of the Sudbury Police Headquarters provided an insight as to the approach, management techniques, and skills exemplified by Project Manager, Neil Joyce.

Taking into account the approach and management skills as demonstrated with the additional qualifications presented in the written proposal, the Permanent Building Committee determined Construction Monitoring Services, Inc. to be the most suited for this project and is recommended for award of the contract. Of the two phase project detailed in the RFP, Phase I, consisting of designer selection, design development and construction documents, will be contracted at this time with Phase II, bidding and construction administration to be contracted upon project funding. The recommendation is based also on the following:

- Scope of services offered and their appropriateness to the project scope
- Experience in historical renovation
- Excellent references
- Qualifications of the key Project Manager and other personnel assigned to the project
- Ability to work with Town personnel and Committees
- Ability to meet schedule given current workload
- Financial stability of the firm
- Cost control experience
- Approach and management process

- Demonstrated knowledge of the public bid construction process.

Ms. Jones will advise Mr. Joyce of the Committee's decision and request a price proposal for Phase I.

At the conclusion of the recommendation for award, a not-to-exceed contract price for Phase I was established. It was understood that if the PBC was unable to reach a satisfactory price with CMS, Vertex would be the second rated firm qualified for the project.

Loring Parsonage Mr. Melnick informed the group that after much deliberation, the Change Order proposed and negotiated with Spencer, Vogt Group, Inc., now Spencer, Sullivan & Vogt, Inc. was accepted by the Architect in the amount of \$9,935 representing all work to the present for a contract total of \$104,395, including the Phase IA project funded by the State grant. It was noted that the Town Manager has assigned Town Engineer Bill O'Rourke to be the Town's Liaison with the Sudbury Historical Society. Mr. Melnick reported on the meeting held this afternoon with SHS President Stewart Hoover and member Steve Cebra, Bill O'Rourke, PBC Co-Chair Elaine Jones, and Architect Lynne Spencer with Architect John Hecker. At the meeting, ideas presented by both Mr. Hoover and Mr. Melnick for potential cost reductions were presented to and discussed with the Architect. Pursuant to the test performed by the DPW today, solid ledge was present in the area of the ell extension, thus requiring a change to slab on grade construction and a substantial cost reduction.

Meeting Schedule The next meeting will be take place on April 4, 2018, at 7:30 p.m. in the DPW Conference Room.

There being no further business for discussion, the meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Elaine L. Jones