

PERMANENT BUILDING COMMITTEE

Minutes – February 11, 2021

Present: Co-Chairs Michael Melnick and Elaine Jones, Craig Blake, Nancy Rubenstein, Jennifer Pincus, Anuraj Shah and John Kraemer. Also present: Combined Facilities Director William Barletta and, Town Manager Henry Hayes, Jr.

The ZOOM meeting recorded for presentation on Sudbury TV hosted by Facilities Director William Barletta was called to order at 7:00 p.m. by Co-Chair Elaine Jones.

Minutes The minutes of January 21, 2021 were approved as drafted.

Fairbank Community Center Project In connection with consideration of recommending to the Town Manager the award of a contract for Project Management services, Co-Chair Elaine Jones turned the meeting over to Craig Blake, who together with Jennifer Pincus and John Kraemer comprised the negotiation team which received and reviewed the price proposal for Project Management Services submitted by finalist Compass Project Management, Inc.

Mr. Blake explained the background of the project and the review process by the negotiating team based on a determination of the appropriateness of the Compass requested fee and scope of work. The team was aware that while the Town Meeting vote was based upon the 2019 Feasibility Study budget performed by ICON Architecture which included approximately \$750,000 for the Owner's Project Management (OPM) services, it had been confirmed that the \$750,000 OPM budget was at the low range of the 3-5% of construction cost typically seen for projects like the Fairbank Community Center project. Mr. Blake explained that the original price proposed by Compass Project Management (\$994,034) included costs associated with "VP of Construction" that was not in previous presentations of Compass's team for this project. The proposed fee also included a \$45,000 allowance for cost estimates to be performed by an independent cost estimator. Negotiations with Compass resulted in the costs associated with the "VP of Construction" being eliminated and the proposed OPM fee being reduced to \$894,997 to match the detailed scope of services provided by Compass. An OPM fee of \$894,997 would require approximately \$190,000 of funding to be utilized from the contingency funds set forth in the total project budget.

Following the pricing presentation and review of the defined services contained in the proposal, the following motion was voted 6 -1 in favor: VOTED to recommend to the Town Manager the award of the contract for Project Management Services for the Fairbank Community Center Project to Compass Project Management, Inc. in the amount of \$894,997 plus a \$45,000 allowance for cost estimating which will be completed as additional services, all as set forth in the Compass proposal dated 2/9/21 consisting of the Schedule of Values dated 2.9.21 and the Project Management Scope of Services. The following attachments will be included in the Agreement for Project Management Services: The Town's RFQ, the Compass Project Management Scope of Services and the Compass Schedule of Values.

It was agreed that the draft Project Management Agreement would be completed by Co-Chair Elaine Jones and sent to all members for review before being provided to Compass Project

Management, Inc. An invitation would also be presented to Compass to participate in the next PBC meeting to start the Designer Selection process to be scheduled for Thursday, February 18.

Co-Chair Elaine Jones informed the Committee that the project timetable set forth in December specified that the Request for Qualifications (RFQ) for Designer Services would be available on Thursday, February 25, the day after the Central Register notice is to appear, requiring Committee review and discussion of the document prepared and distributed. Various changes were made or considered, including discussion of requiring specific energy component experience which the Committee concluded was covered generically in the document and that no addition was required. Mr. Barletta noted that the Town's Energy & Sustainability Committee would be involved in the design process.

The Committee members agreed that the Notice and RFQ document should be reviewed by Compass and revised as necessary and that the full scope of services should be developed by Compass under the terms of its contract. Accordingly Co-Chair Elaine Jones will forward the Designer documents to Compass for completion and discussion at the February 18 meeting and will confirm with the Town's Attorney the provisions to be set forth in the proposed Designer Services Agreement.

It was noted that the schedule previously set forth in December 2020 indicates that a site visit for Designers is intended to be held on March 11 and that the responses to the RFQ are due on March 18. These will be received by the Facilities Department and will be delivered to each PBC member for review and ranking. It was confirmed that the Compass scope included responding to and tracking requests for the Designer RFQ.

Meeting Schedule The next ZOOM meeting will be held on Thursday, February 18, 2021 at 7:00 p.m.

There being no further business for discussion the meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Co-Chair

Elaine L. Jones