

PERMANENT BUILDING COMMITTEE

Minutes – January 21, 2021

Present: Co-Chair Elaine Jones, Craig Blake, Nancy Rubenstein, Jennifer Pincus, and John Kraemer. Also present: Combined Facilities Director William Barletta.

The ZOOM meeting recorded for presentation on Sudbury TV hosted by Facilities Director William Barletta was called to order at 6:30 p.m. by Co-Chair Elaine Jones.

Fairbank Community Center Co-Chair Elaine Jones turned the meeting over to Craig Blake to conduct the Owner's Project Manager (OPM) qualifications ranking of the fourteen firms submitting responses to the Request for Qualifications for Project Management Services received on January 14, 2020.

Mr. Blake summarized the roles of the both the Architect (a/k/a Designer) and the OPM, in the highly regulated process defining the role of the OPM as the professional assistant in development of budget, scope, performance, scheduling, and one of three legs of the three-legged stool needed to develop and construct a building that the Town is proud to use and enjoy. The primary leg being the Town of Sudbury represented by the PBC and the Community Center user groups. The third leg being the Architect. Once selected and put under contract, the OPM will assist the Committee with the next project step which is the procurement of an Architect who will take the input received and transpose it into design, drawings, and specifications for bidding for construction services.

Mr. Blake explained that the PBC's role this evening is to determine the most qualified of the fourteen firms from whom responses were received, initially arriving at a sub-set of three firms determined to be most qualified who will then be interviewed to ensure that the initial impressions of qualifications and expertise are correct. Based on the proposals submitted and the completed interviews, the PBC will select the most qualified OPM and enter into fee negotiations with the selected firm for the OPM services.

The Request for Qualifications for Project Management Services included a listing of minimum qualifications and additional criteria for evaluation attached hereto which were read into the record. Mr. Blake further explained that each Committee member will undoubtedly have different perspectives in the evaluation process and scoring and set forth his own relative to his experience as a civil engineer and previous work with the PBC on public projects.

Each Committee member and Mr. Barletta were requested to state any previous experience with the candidates submitting proposals and the responses were as follows:

Mr. Barletta – one person from Colliers with meeting attendance only in connection with project management for Fitchburg State University and the City of Fitchburg; CMS as OPM for the Sudbury Police Station construction; Dore & Whittier and Compass also worked on “green” building repair projects with which Mr. Barletta was involved.

Mr. Blake – CMS: OPM on two Sudbury PBC projects (Police Station and Town Hall design); NV5: with two individuals on the proposed NV5 team who worked with another firm on the Sudbury Curtis Middle School project.

Co-Chair Mike Melnick had indicated previously - COMPASS: accelerated Noyes School project with the OPM Project Manager being the same as proposed Project Director for the Fairbank project; P3: proposed Project Manager served as on-site representative for the Loring Parsonage project.

Ms. Rubenstein – P3: proposed Project Manager served as the PBC's on-site representative for the Loring Parsonage project; CMS – Town Hall project.

Ms. Jones – Vertex, parent company of COMPASS: Sudbury MSBA school projects; CMS: Sudbury Police Station (all phases); Loring Parsonage on-site representative now with P3

Ms. Pincus – stated no previous experience with OPM applicants.

Mr. Kraemer – stated no previous experience with OPM applicants.

Each member explained their methodology, some being focused on various firm capabilities in relation to experience with comparable projects in cost, and size and functionality, the various firm's specific staffing, ability to complete projects in a timely manner, in-house capabilities relative to cost estimation and commissioning and other services, and comfort level with the ability to do the job.

Each member's and Mr. Barletta's ratings were compiled and scored on the attached spreadsheet in order to select the top five ranked companies which were then discussed further and pared down to the three top firms for interview purposes.

After discussion and confirmation of ranking, the following top three companies will be contacted for interview purposes: COMPASS, CMS, and NV5. It was agreed by all Committee members that if for some reason none of the top three firms could be contracted by the Committee that Colliers would be the next firm to be interviewed.

ZOOM interviews will be conducted on Thursday, January 28, with COMPASS at 7 p.m. NV5 at 7:45 p.m., and CMS at 8:30 p.m. Each company will be allowed fifteen minutes for presentation which will be followed by a twenty – thirty minute questioning period by members and Mr. Barletta. Ms. Jones will notify the companies and confirm their representative's intention to attend.

PBC Project Managers with assistance from other members will commence with reference checks of the selected three top firms prior to the interviews. It was noted by Mr. Blake that during a recent discussion with Mr. Melnick, Mr. Melnick stated that his experience with Compass and the Compass Project Manager Jeff D'Amico, on the Noyes School project was excellent.

Minutes and 2020 Town Report It was agreed to review the meeting minutes and the 2020 Town Report at the next PBC meeting on January 28, at 6:50 p.m. and prior to the interviews.

There being no further business, the meeting was adjourned at 10:45 p.m.

Respectfully submitted,
Elaine Jones