

PERMANENT BUILDING COMMITTEE

Minutes – February 18, 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; Compass Project Management representatives, Project Principal Timothy Bonfatti, Project Executive Jeffrey D'Amico, and Project Manager Christopher Eberly.

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 with the ordering of the topics differing from those posted.

Fairbank Community Center Project – Owner's Project Management Co-Chair Elaine Jones reported that the Agreement for Project Management Services had been forwarded to Compass Project Management (Compass) for execution and that Compass responded with a request for a change in wording which was turned over to the PBC negotiating team. Mr. Blake reported that in a call to Compass the team discussed language to mitigate concerns raised concerning the potential for incurring costs for items such as project delay which affected both parties. The concerns were resolved with an Agreement wording change in Section 5.3.

As there were no concerns expressed, it was on motion unanimously voted to approve the change in the wording of Section 5.3 of the Agreement for Project Management Services and recommend that the Agreement be executed by the Town Manager.

In order to facilitate execution of the Agreement, Co-Chair Jones suggested that Compass execute the Agreement and forward it to the Town with the insurance certificates naming the Town as an additional insured as appropriate, enabling the Town Manager, who had been informed of the revision, to sign the Agreement expeditiously.

Co-Chair Jones informed the group that, upon receiving information provided by Compass including the time period of 12 mos. design and 18 mos. construction, the notice for Designer Services was sent to the Central Register and will appear on Wednesday, February 24, 2021. Similarly, the notice has been sent to the Town Crier for advertisement and will appear during the same week.

The group discussion then turned to the specifics of the Request for Qualifications (RFQ) documents pertaining to Designer services to be distributed to requestors by Compass as summarized below.

- The Table of Contents includes the March 2020 ICON Feasibility Study updated by format changes; changes to the Scope of Services portion will be made upon the RFQ Scope presentation finalization; emphasis was placed on the submission use requirement of the completed Standard Designer Application form included in the RFQ package.
- The Compass draft of the Designer Scope of Services to be included in the RFQ was reviewed, discussed at length, and revised by consensus. Compass will provide the revised section as determined for inclusion in the RFQ.
- Potential wording changes to the entirety of the draft document were discussed and approved by the Committee. Compass will include the revisions in the final RFQ.

- The Comparative Criteria for proposal review discussion resulted in approving the process as stated in the RFQ.
- The inclusion of the gymnasium construction was confirmed as an integral part of the Center's use as an emergency shelter.
- Relative to the discussion regarding the CM at Risk (CM-R) process, Compass provided information concerning the following: Approval of the CM-R use application to the MA Inspector General may take as little as thirty days; the Construction Manager solicitation process including selection may take 3-4 months and could be accomplished concurrent within design development making the Construction Manager available in the late summer or fall.

Fee considerations were discussed as to the process which may or may not include the CM-R. It was suggested by Compass that the use of a fixed fee based on the ICON Feasibility Study not to exceed amount of \$1,800,000 for the CM-R process would be appropriate for negotiation and could be adjusted downward in the event that the Design-Bid-Build choice was made. The Committee members indicated agreement with this approach.

Noting that the Agreement for Designer Services to be included in the RFQ package must reflect the services and other matters discussed this evening, Mr. Eberly will review the document and suggest changes for individual review on Monday, February 23 by PBC Project Managers Jennifer Pincus and Nancy Rubenstein, Combined Facilities Director William Barletta, and PBC Co-Chair Elaine Jones.

It was noted that the site walk to be conducted by the Combined Facilities Director and the OPM is planned for Thursday, March 11, at 2 p.m. and is expected to include a large group of Design firm representatives. Applicant responses are due on Thursday, March 18, before 2 p.m., after which they will be delivered to each member for review in preparation for the PBC meeting on Tuesday, April 6, at which a selection of interviewees will be determined.

Minutes The minutes of January 28, 2021 and February 11, 2021 were approved as drafted.

Schedule The next meeting will be held on Tuesday, April 6, 2021, unless otherwise called, with the time to be determined.

There being no further business for discussion, the meeting was adjourned at 10:15 p.m.

Respectfully submitted,

Elaine L. Jones