

Meeting Notes: Sudbury Fairbank Community Center Project

Meeting: FCC General and Trade Prequalification Committee Meeting

Date & Time: December 16, 2021 at 3:00pm

Location: Virtual – Zoom Meeting

Attendees:

	Town of Sudbury		Compass Project Mgmt. (CPM)		Bargmann Hendrie + Archetype (BH+A)
√	Craig Blake (CB) - PBC	√	Jeff D'Amico (JD) – PX	√	Tom Scarlata (TS)
√	Jennifer Pincus (JP) - PBC		Chris Eberly (CE) – Sr. PM		
√	Bill Barletta (BB) – Facilities Dir.	√	Laureen Westman (LW) - APM		
		√	Dianne Guenthner		

Distribution: Attendees (√); CPM File

Meeting called to order at:

Item	Topic/Discussion	Action For:	Due Date
4.0	<p>Schedule</p> <p>11/10/21 Issue RFQ 12/1/21 Statement of Qualifications due 1/28/22 Evaluations complete 3/9/22 Bid Docs Available 4/1/22 Trade bids due 4/15/22 GC bids due</p> <p>Prequal Meetings</p> <ul style="list-style-type: none"> 1/13/22 at 3pm - Review 2nd 35% of responses, questions, and clarifications 1/27/22 at 3pm - Review Remaining responses, determine recommendations 	Note	
4.1	<p>Progress:</p> <ul style="list-style-type: none"> Committee members have begun to evaluate the SOQ submissions but have not progressed in quantity to 1/3 yet. 		
4.2	<p>Evaluations</p> <ul style="list-style-type: none"> Discussed the scoring criteria and process of evaluating SOQ's. 	All	Ongoing
4.3	<p>References:</p> <ul style="list-style-type: none"> Discussed the reference gathering process. Members expressed frustration at lack of / incorrect contact information provided. 	All	

4.4	Next Steps: <ul style="list-style-type: none"> • Evaluate approximately 1/3 of Statement of Qualifications submitted. • Continue reference gathering. 	All	Ongoing
	<u>JD Motioned to adjourn meeting at 4:13pm. TS 2nd, vote is 7,0,0.</u>		

These minutes are considered the record of the meeting and all decisions and actions reflected herein are deemed agreed by the participants unless notice of changes are provided to Compass Project Management within 48 hours of receipt. The next FCC Trade Prequalification Committee meeting will be 1/13/22 via Zoom.