

## Meeting Notes: Sudbury Fairbank Community Center Project

**Meeting:** FCC General and Trade Prequalification Committee Meeting

**Date & Time:** February 3, 2022 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 (V); CPM File

Meeting called to order at:

Item	Topic/Discussion	Action For:	Due Date
6.0	<b><u>Schedule</u></b> 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	Note	
6.1	<b><u>Progress:</u></b> <ul style="list-style-type: none"> <li>The Prequalification evaluations are complete.</li> </ul>		
6.2	<b><u>Evaluations</u></b> <ul style="list-style-type: none"> <li>Evaluation scores have been compiled into a master spreadsheet.</li> <li>General Contractor:               <ul style="list-style-type: none"> <li>7 qualified to move to Phase 2 of the Bidding process.</li> <li>6 did not achieve the scores to qualify, mostly due to lack of similar projects or financial capacity to complete this project.</li> </ul> </li> <li>Trade Contractors:               <ul style="list-style-type: none"> <li>84 qualified to move to Phase 2 of the Bidding process.</li> <li>5 did not achieve the scores to qualify.</li> </ul> </li> <li>JD motioned to APPROVE the final evaluation scoring results as presented, and to direct Compass Project Management, Inc to notify each contractor who submitted a Statement of Qualification of their final evaluation status.</li> </ul>	All	Complete

	<b>JP 2<sup>nd</sup>, <u>vote is 7,0,0.</u></b>		
6.3	<b><u>Next Steps:</u></b> <ul style="list-style-type: none"> <li>• CPM to distribute notification letters via postal mail</li> </ul>	CPM	2/11/22
	<b><u>JD Motioned to adjourn meeting at 3:47pm. CB 2<sup>nd</sup>, vote is 7,0,0.</u></b>		

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.

**No further meetings scheduled.**