

Meeting Notes: Sudbury Fairbank Community Center Project

Meeting: FCC General and Trade Prequalification Committee Meeting

Date & Time: January 13, 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
5.0	<u>Schedule</u> 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 <u>Prequal Meetings</u> <ul style="list-style-type: none"> 2/3/21 at 3pm - Review Remaining responses, determine recommendations 	Note	
5.1	<u>Progress:</u> <ul style="list-style-type: none"> Committee members have evaluated approximately 2/3 of Statement of Qualifications submitted. 		
5.2	<u>Evaluations</u> <ul style="list-style-type: none"> Reviewed if contractors evaluated have provided all required information. Discussed contractors that are not achieving the minimum score within any categories or overall. 	All	Ongoing
5.3	<u>References:</u> <ul style="list-style-type: none"> References continue to be solicited and gathered. 	All	Ongoing

5.4	<u>Next Steps:</u> <ul style="list-style-type: none"> • Complete all evaluations of Statement of Qualifications submitted. • Continue reference gathering. 	All	Ongoing
	<u>JD Motioned to adjourn meeting at 3:53pm. 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 2/3/22 via Zoom.