

Sharon Standing Building Committee Meeting Minutes July 15, 2014

SSBC Members

Gordon Gladstone, Chair	Tony Branca	Richard Slater	Colleen Tuck
Matthew Baldassari	Bill Croteau	Steve Smith	
Deb Benjamin	Rick Rice	Roger Thibault	

Special Members

Joe Bernstein, Police Chief	Eric Hooper, DPW Superintendent,	Jim Wright, Fire Chief
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Other Attendees

Lou Modestino	
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1. Administration

- a. The meeting of the Sharon Standing Building Committee was called to order by Chair Gordon Gladstone at 6:30 p.m. in the Conference Room at the Community Center.
- b. MOTION: To approve regular session minutes of the Sharon Standing Building Committee meeting of July 8, 2014 (Tuck/Smith) – 12 voted in favor, 1 abstention (Rice absent 7/8).
- c. Future Meetings - 7/29 (Interviews for OPM), 8/12 (KBA presentation on energy efficiency and sustainability strategies, final contract ratification), 8/19

2. Invoices

None

3. Architect Report

Mr. McKeon was not present.

4. DPW Building Update

- a. Mr. Hooper reported that one equipment room wall was walled off so items can be mounted.
- b. Mr. Gladstone said that Joe Sullivan of DPI is on top of a small issue concerning metal 2X4's that are screwed into the decking. The question to be investigated is, if it is strong enough to carry the concrete weight of the deck. Mr. Hooper commented that the Engineers sign off is required. The August 1st deadline may be delayed.

5. Owner's Project Manager (OPM) for the Public Safety Facility Project - ranking of prospective applications

- a. Chair Gladstone stated that the RFS said 7/22 was the date for the top three applicants to speak with the Committee. Chief Wright, Chief Bernstein and Superintendent Hooper stated they are unable to attend on 7/22. As they are integral parts of the decision making process, the 7/22 meeting was cancelled and the interviews will be held on 7/29/14 instead so they can participate in the selection process.
- b. Each Committee member ranked the 13 applicants and the information was displayed in the white board chart as shown below (I WILL PASTE IN AFTER CHANGES ARE MADE). The results were tallied and the top three candidates are Daedalus, Hill International and D&W.
- c. Mr. Gladstone said he will send out an email to each of the three candidates to let them know they have been chosen and to invite them to present to the Committee on 7/29/14. Each interview will last approximately 1 hour. They will be requested to bring the team who will be working on the job site as well as copies of cost reporting systems. The email will let them know they have to reply within 24 hours if they can attend.
- d. Mr. Croteau commented that they should bring copies of both weekly and monthly reports as well.
- e. Mr. Rice suggested they lay out how much time each person will work on this job and how it fits into their schedule.
- f. Chief Bernstein asked if someone will be at the site all the time and Mr. Gladstone commented yes.
- g. Mr. Gladstone said that we will tell the CM at Risk that the only person authorized to make changes is the OPM.
- h. Ms. Benjamin said we need to know who we will be interacting with on a daily basis. She wants to see electronic samples of reports before the discussion. She wants to focus and understand how comfortable they are with creating a police and fire safety building.
- i. Mr. Baldassari wants to see an example of a daily report and a manpower report.
- j. Mr. Smith questioned if there will be a check on the financial stability of the three firms and Mr. Gladstone said there are no issues with the 3 firm's financial stability.
- k. The Committee agreed that if one candidate backs out, the 4th choice CDR will be contacted.
- l. Mr. Slater said he wants to see the OPM evaluation for change orders. It was determined that a discussion as to whether the Committee will go with design bid build or a CM will be deferred until after the OPM is on board.

- m. A brief discussion ensued as to where to locate the Civil Defense who needs 2,500 square feet of space. Chief Wright said he thought the cost would be about \$375,000. The question is could this be added to the DPW Steel Building. Mr. Hooper said this is not simple to tack on as there are power and water needs.
- n. The Committee discussed possible questions to ask the top firms. These included: 1. Provide an example of something that did not go right and how did you solve it. 2. There is going to be an operating Police Department and DPW Department during construction, how will you integrate this with construction like a snow plowing event. 3. Mr. Smith asked what is your first 60 days like and how do you get engaged.
- o. Ms. Benjamin asked if we expect them to review plans to date and Mr. Croteau said yes as they could raise issues both architecturally and operationally.
- p. Several Committee members, working in teams agreed to call the references for each of the three firms. Smith/Thibault will work on Hill International, Baldassari/Slater will work on Daedalus and Rice/Branca will work on Dore Whittier.
- q. Mr. Gladstone also suggested Chiefs Bernstein and Wright contact their counter parts in neighboring towns regarding any relative experience learned from their new facilities.

6. Adjournment

The meeting adjourned at 8:00 PM (Slater/Wright) – unanimous

Submitted:
 Rachelle Levitts
 Sharon Standing Building Committee

 (Gordon Gladstone) Signature of Chair

 Date of Acceptance

NOTE: All Standing Building Committee minutes and attachments will be available for the public to read at the Standing Building Committee office located at the Community Center upon request.