

# **Sharon Standing Building Committee Meeting Minutes December 2, 2014**

## **SSBC Members**

Gordon Gladstone, Chair	Tony Branca - absent	Richard Slater - absent	Colleen Tuck
Matthew Baldassari	Bill Croteau	Steve Smith - absent	
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**

Shane Nolan - Daedalus	Mike McKeon – Kaestle Boos
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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 PM at the Community Center.
- b. Future Scheduled Meetings: 12/16, 12/17, 1/6

### **2. OPM Report**

- Shane Nolan reported that the Construction Manager at Risk Selection Committee met to review the Statement of Interests from the CM firms. All 6 firms were prequalified to proceed to stage 2 of the selection process. These firms include: Consigli Construction, Colantonio Construction, Agostino Construction, Boston Building and Bridge, Fontaine Brothers and WT Rich.
- The requests for proposals are due back on 12/12/14. All firms will be invited to present on December 16<sup>th</sup> and 17<sup>th</sup>. A schedule will be created for each evening. After the interviews, the Committee will make its selection.
- All packets will be available at the fire station on the evening of 12/12/14. Ms. Benjamin asked that a link be provided in case members cannot get to the station to retrieve the hardcopy documentation. Mr. Nolan agreed to provide a link.
- Each interview will be scheduled for 45 minutes. Mr. Nolan stated that in this stage we rank 1-6 as outlined within the RFP. He provided a walkthrough of the process and the documents that will be provided. The evaluation criteria on which the proposals will be evaluated include: 1. Personnel, 2. Pre-construction service plan, 3. Construction service plan, 4. Preliminary project schedule and 5. Record of terminations and any legal actions.

- The committee will step through the interviews, rank the candidates, look at the price proposals and then re-rank the candidates. These are the statutory rules.
- Chair Gladstone asked that Mr. Nolan issue a memo to all members regarding the process to be followed.
- The Committee discussed potential interview questions and Gordon said he would compile an email of all of the suggested questions, for all to peruse.
- Chair Gladstone asked that Mr. Nolan and the architect call out on references.
- Mr. Croteau commented that as soon as the CM selection is made he suggests that a mailer be sent to the abutters so they know what is happening during the process. A brief discussion ensued.
- Chair Gladstone also asked for an update on the project budget.

### **3. Architects Report**

- Chair Gladstone asked Mike McKeon for an update from the Civil Engineer.
- Mr. McKeon said the design development stage continues. There will be a coordination meeting on 12/9 which Mr. Gladstone will attend. This meeting will include the Civil, Structural, Mechanical and Electrical/Plumbing Engineers.
- Meetings will be scheduled with each department to review security and access control requirements.

### **4. Meeting Minutes**

Mr. Gladstone moved to accept the meeting minutes of November 18, 2014. Mr. Thibault seconded the motion and the Committee voted unanimously in favor of approval.

### **5. Invoices**

The following invoices were voted unanimously (Croteau/Smith) as pertains to Fire and Safety Building:

- a. \$120,000.00 – Kaestle Boos invoice #1
- b. \$526.50 - Gelerman for legal expenses.

### **6. Adjournment**

The meeting adjourned at 7:35 PM – unanimous vote.

**7. Attachments**

12/2/14 - Architects Report  
12/2/14 - OPM Report

Submitted:  
Rachelle Levitts  
Sharon Standing Building Committee

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(Gordon Gladstone)      Signature of Chair

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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.