

Sharon Standing Building Committee

Meeting Minutes

3/20/18

SSBC Members

Gordon Gladstone, Chair	Robert Atwood	Richard Slater
Colleen Tuck	open	Steve Smith
Deb Benjamin	Rick Rice	Roger Thibault
Sara Winthrop		

Special Members

Tilden Kaufman, Police Chief Absent	Matthew Baldassari	Jim Wright, Fire Chief
Ken Wertz		

Additional Attendees

Joe Sullivan DPI	Chandler Rudert Consigli Absent
Kevin Paton BKA Architects	Todd Costa KBA Absent
Pete Gaudreau KBA Absent	Mary Bulso DPI

Administration

- The meeting of the Sharon Standing Building Committee was called to order by Chair Gladstone at 6:30 PM at the Public Safety Building.
- Future scheduled meetings: 3/27(interviews), 4/3, 4/10, 4/17, 5/1

Public Safety Building

- Detailed proposals for peer review of the HVAC were received. DPI reports that the proposals are identical in scope and that either will confirm/deny that the systems were designed appropriately for the FD use and size. Ms. Benjamin moved and Mr. Smith seconded the motion to award the contract to GGD for \$2,500.00 to perform the peer review and for Chair Gladstone to sign the contract. All voted unanimously in favor of approval.
- The SSBC requests that the third party also be available to come to present their findings. The written report will include a summary as well as recommendations.

Town Hall Project

- Revised estimates include features that were not included in the original budget. New estimates are still coming in within or below the original budget. Mr. Paton stated they are at 50% design development budget and reconciliation at 9.75 million dollars. This includes 50K for the copula, \$50K for the media budget and a covered entry and walkway at the rear door. These items were not in the original budget.
- The architect will meet with the Planning Board on April 12th for a site plan review to include the electronic sign. DPI will take responsibility to monitor the integration of TH that fits into existing systems.
- DPI to make sure that the energy management system is integrated with other buildings and to work with DPW.

- Early package to demo the old FD is being sent out for low bid. Mr. Sullivan will put together a revised budget.
- The energy commission check report stated the envelope performed 23.2% more than expected.
- Mr. Smith asked if we can report efforts towards LEED and Mr. Paton said yes we could.
- ACTION- confirm the demo date with Chief and Civil Defense.
- Continued-ACTION- Gordon to reach out to JJ McGrath regarding the memorial trees.

Sharon High School RFS

- Scoring of respondents by committee members was totaled and averaged. The top 4 firms to be interviewed are Daedalus, Colliers, NV5 and PMA. A discussion ensued.
- 4 SSBC members to call 3 references for the selected firms. Mr. Rice will provide questions for references.
- Questions to ask the references included :
 - If you did not have to abide by statutory and regulatory process and could just choose an OPM, would you hire this firm? If, yes or no, please state the primary two or three reasons for your response. Are you basing your response on the team with whom you worked or the firm?
 - Did you have a satisfactory relationship?
 - Were you happy with the Key personnel?
 - How was the Management approach?
- Gordon is calling references for NV5
- Rick is calling references for DPI
- Ken is calling references for Colliers
- Sara is calling references for PMA
- ACTION- Interview Rubric- Roger to edit and send along to Deb to clean and send to Gordon to distribute
- Questions- OPM sends to respondents immediately. Keep the second set for the time of the interview.
- NOTE – the MSBA will be at the table to select the architect – there will be three members of the Town at the selection process
- Questions to be shared with firms in advance of the interview. Please incorporate the question into the presentation or discussion. Please point out to the committee when a question is being addressed.
 - 1. This project involves the ultimate selection of an option from several significantly different capital project approaches: renovations only, renovations and additions, and full new construction. What skills, methodologies and experience does your firm bring to assist with this decision? Please describe your specific approach to developing and communicating to the School Committee and SSBC the 3 different schemes/levels of re-development to support the town's decision-making process.
 - a. School Committee and the SSBC will be looking to the team for a recommendation from the alternatives. Please list the three most significant criteria which will guide your decision.
 - 2. Please describe your specific approach to communicating to the stakeholders, the abutters, and the town at large the design schemes and supporting information.

- 3. Explain your process and success for getting projects approved by the school stakeholders and town residents, and funded by Town Meeting & ballots?
- 4. Who are the key personnel and what is the expected time commitment for each on this project during each phase?
- 5. Based on this team, what % of jobs in the past 5 years have been CM@R and what is number of projects and their \$ value?
- Questions to be asked AT the interview
 - 6. Provide an example of a project where they encountered a serious problem. Describe the problem and how it was resolved.
 - 7. If hired, one of your first tasks will be to assist us in hiring a designer and their team. Explain your process in identifying the school district's and town's needs so the issues pertinent to the designer selection can be properly included in the RFS for the work?
 - 8. Explain how you help settle differences between the designer and contractors. How do you make recommendations to the SBC on how to resolve them? What is your overall philosophy/approach to resolving conflicts or anticipated disputes (whether between Owner and CM, Owner and Architect, etc.)?
 - 9. Please describe a plan that you have successfully implemented and can manage for workers on or near school grounds.
 - 10. What do you consider the three most important contributions your firm makes to a successful project.

Minutes

Ms. Benjamin moved to approve the minutes of 3/14/18 Mr. Smith seconded the motion. The Committee voted unanimously in favor of approval.

Invoices

Mr. Rice moved and Mr. Smith seconded approval for all invoices. The Committee voted unanimously in favor of approval.

Daedalus \$14,000

Clean Cut Solutions \$629.23

Andrew T. Johnson \$52.70

Adjournment

Through unanimous consent, the meeting adjourned at 9:30 PM.

Attachments

None

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.