

Town of Avon
Designer Selection Committee Meeting
January 15, 2019
5:00 p.m.

TOWN OF AVON
2019 FEB -1 A 8:06
TOWN CLERK

In Attendance:

Tracy Self, Chair
Elaine Dombrosky
Jay Suzor
Alex Sinclair
Chuck Comeau

Special Guests:

Bob Spurr, Avon's Fire Chief
Greg Enos, Town Administrator

The Avon Designer Selection Committee met at Town Hall on Tuesday evening, January 15th, 2019, at 5:00 p.m. The meeting was called to order by Tracy Self. The main focus of the meeting was to interview the three candidates for the OPM job for the new Fire Station.

The first company to be interviewed was P.A. Pomeroy Associates of East Bridgewater, MA.

Guests:

Richard Pomeroy, Senior Project Manager and Principal
Taylor MacDonald, Project Manager and Principal

Richard Pomeroy, Principal, began and introduced Taylor MacDonald. He then gave a little of his background. He, himself, has been in the business for 30 years, with experience in the design, construction and development industry. He said they are going into their 16th year and that they are a small company with ten employees. Also in the company is his wife, as well as their office help. Richard said they run a number of projects in design. He stated they have no vision of being a large company and want to stay small. Their concentration is on the Cape and Islands and South Coast, MA. He believes the OPM of a project should be accessible and they are located only 8-9 miles away. Taylor then gave the Committee a little of his background.

Continuing, Richard briefly went through the *Key Elements of Their Success*. He touched upon the following:

- They are the Owner's Advocate
- Maintaining fiscally responsible designs and buildings
- Quality Control = Low Change Orders and No Litigation - They haven't had any in 16 years
- Management Overlap - as no single manager cannot possibly be available at all times

asked the next question. He wanted to know if they have ever done a renovation in an occupied building. No, they hadn't.

Tracy asked about Quality Control ... they said they do it in-house (the Architect and Engineers do it). Richard said they do cost estimates - and they are re-tooled everyday. Elaine asked if they had toured the Fire Station yet - No, they hadn't. Chief Spurr talked about how are they going to function while the renovation is going on. Taylor commented on what they had done with other renovations. Tracy asked them about the General Contractors they've had and did any have any "behavioral problems?" Yes, they've worked with some and they explained what they did.

Chuck Comeau asked what would be the tipping point to move them out of the building? Richard talked about what you have and what you need. You might have to expand the schedule out - while looking at all of the costs. The safety of the staff is paramount.

When there were no more questions, Richard left packages for everyone and then they left.

The second firm to be interviewed was ACG (Architectural Consulting Group) of New Bedford, MA

Guests:

Michael Josefek, President of ACG

Don Velozo, Project Manager

Michael Josefek, President, began by thanking the Committee for the interview. Seeing that ACG is the OPM for the new Police Station being built, they did not go through their background and other pertinent information, as the Committee has already been working with them for the last couple of years.

Chuck began and asked them about their plans for the Fire Station. Mike brought up what they did in Fairhaven. Mike was asked if they have been in the Fire Station yet. He said, "No, only the Police Station." Mike said they need to figure out how much space you have to work with. Also, the Fire Department has to roll 24/7 and that would be their priority, to keep them functioning during the renovation. Mike said they could do some of the sketches while they were looking for an Architect. He said they will get together with Chief Spurr and do the logistics. He talked about what to do with a renovation or a tear down. Mike said the most important thing is the budget. He said for the Committee to tell them what the budget is and they will keep to it.

Chuck asked how is this fitting in with their schedule. Mike said they are ready to go and they would like to continue working with them. Chuck said they need to have architecture on the building as it will be out on the main street. Mike agreed. Don spoke about the size of the existing building and having to move things over. Mike said you will have to look at what you have in the building now and see what it is that you need. Chuck brought up paper management and Don spoke on this.

Mike now brought up electronic bidding and submittal exchange, as well as conservation and zoning. He said that if they got the job they could start working on schemes right away and then turn them over to the Architect.

When there were no more questions of ACG, they left.

The third and final company to be interviewed was Vertex of Weymouth, MA

Guests:

Jon Lemieux, Project Director, Principal

Kevin Heffernan, Project Manager

Jon said he has been with Vertex for 19 years and that he has a Civil Engineering background. Kevin has been with Vertex for 20 years. Jon continued and said the company was started in 1995 and then he spoke a little about his team and their clerks, stating they all have a wealth of talent. Kevin took over and talked about the recent Fire Stations they've done and what they entailed. He briefly touched on the following projects:

- Westford Fire Station
- North Randolph Fire and Police Renovation
- Littleton Fire Headquarters
- Scituate Public Safety Complex

Jon went through their first steps, if offered the OPM job. He said they would:

1. Procure a Designer who has experience with Public Safety projects of this size and scope
2. Make sure things are done in schematic design
 - What do you need?
 - What would you like to have?
 - Have you identified specific problems that need a solution?
 - How do those answers align with the budget?
 - Are you building for the future?
3. Develop a comprehensive budget
4. Design development
5. Construction document

Their Final Steps:

- Construction and Closeout
- Management Approach
- Communication
- Why them?

When Jon and Kevin were finished with their presentation Chuck asked them what type of platform do they have for submittals, etc. Jon said they use Procare, as well as the use of tablets. Chief Spurr said it sounded to him like a new build as opposed to a renovation. Jon said they

have done renovations. He said the Designer has to get into the existing building to do initial planning. Jon said they are renovating Everett right now while people are still working inside.

Tracy had the next question. She asked them to talk about their Budget Management Strategy. Jon began by asking if they knew how much money they will have to spend on the project. Tracy said they already have the money and it is \$5.2 million. Jon now talked about schematic design estimate, third party pricing and budget monitoring. Alex Sinclair asked them about the Everett Station and were they doing a relocation. Jon replied, "No." Elaine now mentioned to them that at the beginning it was going to be a renovation, but what about a tear down? Jon said the Designer needs to go in and do an investigation, then price the job both ways. When there were no more questions for them, they packed up and left.

After all of the candidates were gone, the Committee briefly discussed the three groups from the night and said they had a big decision to make as they liked all three. After discussing each one Tracy asked for a vote from the Committee Members to see which company would be offered the OPM job for the Fire Station. A vote was had and it was unanimous for ACG. Tracy asked for someone to make a motion to go with ACG, and if negotiations fell through with them, they would then offer the OPM job to Vertex. Jay made the motion to offer the job to ACG with Elaine Dombrosky seconding that motion. There was no discussion and the vote was unanimous. ACG will be offered the job as OPM for the Fire Station.

The next item on Tracy's agenda was to approve the Meeting Minutes from November 29th, 2018. She asked if anyone had any comments, no one did, so she asked for someone to make a motion to accept them as read. Jay made the motion to accept them with Elaine seconding that motion. There was no discussion and they were approved unanimously.

With nothing else to discuss, Tracy asked for a motion to adjourn. Jay made the motion to adjourn with Alex seconding that motion. It was unanimous and the meeting adjourned at 8:20 p.m.