

**TOWN OF AVON**  
**DESIGNER SELECTION COMMITTEE MEETING**  
**NOVEMBER 30, 2016**

TOWN OF AVON  
2017 JAN 19 AM 8:17  
TOWN CLERK

**In Attendance:**

Jason Suzor  
Tim Flanigan  
Chuck Comeau

**Guests:**

Jon Lemieux, Principal of Vertex  
Steve Kirby, Project Manager

**Absent:**

Tracy Self  
Elaine Dombrosky

The Avon Designer Selection Committee met at Town Hall on Wednesday evening, November 30, 2016, at 4:30 p.m. The meeting was called to order by Chuck Comeau. The main focus of the meeting was to interview the final three candidates for the OPM job.

The first company interviewed for the night was Vertex. Jon Lemieux, Principal, began and gave a little of his background. He said he has twenty years experience and his main field is municipal construction. Steve Kirby, Project Manager, introduced himself and said he has 30 years experience in the business.

Jon said his firm was 21 years old this year and he started with bonding companies and from there they went on to do OPM jobs. Continuing, he said that this was an all employee-owned firm and they have good depth. He went on and talked a little about Randolph. He said it was a multi-phase project at \$4.7 million. In order to do this project they moved them into the new addition to do the work.

Other projects they are working on are Scituate and the Barre Police Station. He said the Fire Department took a back seat to the Police. They were going to do three departments, but now they are only doing EMS and the Police. This project will be done around March.

Jon mentioned other projects such as the Marshfield Police Station and Coney Island. The Coney Island job was done 10 years ago with a cost of \$20 million. The 145<sup>th</sup> Street Station was underground and a rehab. Right now they are working on a design for Westford and they will be going out for bid in January. At this time they discussed other OPM projects.

The next subject brought up was Value Engineering. Steve talked about Barre where they had grant money to do it. At this location they had to reduce the Fire Department in order to meet their budget.

Jon discussed Construction Documents:

- Bidding
- Construction
- Management Approach

Jon said that as far as communication was concerned they would speak as little or as much as they want in meetings, cable TV, etc. They will have a monthly progress report.

Jon asked the Committee why they should choose them. He said they have a lot of experience doing these; they have references; and they are very responsive.

Chuck asked about the Clerk of the Works. Jon mentioned that in 80% of their jobs their Clerk is full-time. Depending on the job, some are part-time. They usually meet once a week. Chuck asked if they could break down their costs for their service. Jon explained. Jon mentioned the OPM keeps the minutes and they post everything on line. All of the information is kept in one place and everyone has access to all information. The RFI log was brought up and, most importantly, he said documentation is key.

At this time Chuck asked them how their schedule was. Jon said they'd be ready to go if chosen and asked when the Committee would be picking someone. Chuck said they would be picking someone next week and they would want them to start right away.

When there were no more questions by anyone, the interview adjourned at 5:34 p.m.

The second firm to be interviewed was ACG.

**Guests:**

Michael Josefek, President of ACG  
Greg Devlin, Clerk of the Works  
Don Velozo, Project Manager  
Maria Rebelo, Marketing Executive

Michael Josefek, President, began the presentation and introduced the people he brought with him. He said ACG is a family business, going back to the 60's. He started in the business at an early age, doing construction for his family. He is a general contractor and is bonded.

Michael briefly touched upon the following:

- The OPM
- Design – Bid – Build

- Pre-Design Phase
- Communication
- Estimates – they have programs for estimating
- Environmental Issues
- Site Development
- Plan Reviews
- Water Retention Areas
- Stated they are not the designer
  - ✓ They will help get the building built
  - ✓ The Designer will work with the Fire and Police to design the building
- They will monitor the project budget
  - ✓ They will keep the budget on track
- Engineering Proposals
- Construct ability
- Guidelines to follow and review
- Daily Reports
- Someone will be there to monitor the work most of the time
  - ✓ RFI Process
  - ✓ Submittal Exchange
  - ✓ Everything is posted on the website and everyone can see what is going on
    - ✧ It keeps everything flowing smoothly
  - ✓ There is one company email - everyone sees the emails, therefore they will get back to you immediately
- There will always be a Principal at the meetings
- Maintain project file
- They will work with all Town Inspectors
- Monitors the Architect
- Payment Requisitions
- As Build Drawings
- Monitors the Schedule
- Review of all Warranties
- Commission Agents
- Projected Schedule
- They will attend all meetings
- They will help with Consultants

After Michael briefly touched upon the above, Chuck asked them about their schedule. Michael said, to be honest, they are looking for work right now so they could start this project immediately. Having been in the construction business they have hands-on experience as builders.

Michael was then asked about Meeting Minutes. He said they do the Minutes and at other jobs it's 50/50. He said if the Committee wanted them to do them then they would. If the Architect does them then they would review them, but they can do them. Michael said within a day they would have them posted for review. He said they would need a trailer and he mentioned they would like to be separated from the Contractor. They could use a 10' trailer. He also said that they would have pictures available on the web everyday. Their Clerk of the Works would be full-time.

When there were no more questions, this interview adjourned at 6:25 p.m.

The third and final group for the night was RGB.

**Guests:**

David DeQuattro, Principal

John Racine, Associate Principal / OPM Director

David DeQuattro, Principal, began and introduced John Racine, Associate Principal, and talked about jobs they have done and ones they are doing.

He briefly went through the following:

- Mashpee Wampanog Project First Light Resort Casino OPM.
  - ✓ This is a \$500 million development in Taunton.
  - ✓ He said it's all the same steps for a \$5 million job as well as a \$500 million job.
  - ✓ He mentioned they are our eyes and ears on the job
- Narragansett Public Safety Building
- R.I. State Police
- Newport City Hall
- Attleboro DPW
- Attleboro Water Building
- RIDEM Emergency Operations Center

David continued and talked about their role. At this time RGB had a slide presentation for the Committee.

They talked about:

- Pre-Design
- Design Phase
- Bidding and Construction
- Construction
- Post Construction



The next topic brought up was the budget. The Committee described the site (Crowley School location) stating that it has woods on 3 sides; they want "no frills;" and they want the design to be mainly a box. The Committee told them there was septic, no sewer and talked about the utilities. Chuck told them there was ledge and water issues down there. He continued and talked about drainage and the ball field. Again, the site plan was talked about and discussed.

David said their team, in collaboration with the Owner and end user, will develop a project budget. The team will identify hard costs, soft costs, and FF&C categories. The budget will be tracked monthly at a minimum as part of the invoice review and drawdown process. More frequent budget reviews may be required depending on the phase of the project. David then showed a sample of the tracking form. He mentioned Schedule Management where they would get all the information and put it into a master schedule.

Continuing, David talked about Record Management. He said RCB will develop and manage a document management site specific for this project. The site will be centralized with real-time document sharing system. This system will allow secure sharing for the entire team. Once the project is complete, all loaded documents can be saved to a hard drive for permanent storage.

The last item mentioned and discussed was Quality Assurance. He mentioned they have a Clerk of the Works and they will have weekly job meetings, as needed.

At this time, there were no more questions to be asked. The interview ended at 7:20 p.m.

After all of the candidates were gone, the Committee briefly discussed the three groups from the night and said they had a big decision ahead of them.

The meeting adjourned at 7:40 p.m.