

**AVON DESIGNER SELECTION
COMMITTEE MEETING
NOVEMBER 1, 2016**

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

In Attendance:

Tracy Self, Chairman
Elaine Dombrosky
Jason Suzor
Tim Flanigan
Chuck Comeau

The Avon Designer Selection Committee met at Town Hall on Tuesday evening, November 1, 2016, at 6:30 p.m. The meeting was called to order by Tracy Self. She said the main focus of the meeting would be to review the submissions they had received for the OPM. She mentioned that eight packets had been handed out with seven of them being returned. The Committee agreed that they would go through the submissions and decide on 3 or 4 of them to bring back for a second round.

Chuck Comeau mentioned that is what they did for the school. The Committee went through the proposals together and then they narrowed it down to the best candidates and scored them. Chuck said the important thing was to make sure they complied with their requests and that they had everything in their submissions that was asked of them.

Tracy mentioned that Joseph Lalli, Town Counsel, was the one who opened up all of the proposals and it was now up to the Committee to go through them and score them. She then mentioned the names of the companies who submitted the packets and where they were from. They are:

- CDR/Maguire, Milton, MA
- RGB Architects, Providence, RI
- Netco Construction Project Managers, Lexington, MA
- BCC Construction Management, Attleboro, MA
- Construction Monitoring Services, Inc., Marlborough, MA
- Vertex Companies, Inc., Weymouth, MA
- ACG Architectural Consulting Group, New Bedford, MA

Tracy then passed out the first submission from CDR/Maguire. The Committee proceeded to go through their proposal and noted the following:

- They did not supply any pricing
- There were many typos
- The lead person had only done 2 Police Stations and 1 Fire Station
- The Committee elected not to move this company on to the second round

The next proposal was from RGB Architects. The Committee went through their proposal and made the following remarks:

- Most of their experience was in Rhode Island
- In their references there is not one Police Station or Fire Station
- They have potential though – they are a solid maybe
- The Committee decided to move them along to the second round

The third company reviewed was Netco Construction Project Managers. Again, the Committee went through their proposal and noted the following:

- They have done Police and Fire Stations, but the last one was back in 2011
- The Committee decided to move them along to the second round

Next up was BCC Construction Management. The Committee went through the proposal and came up with the following:

- Their letter was sent to James A. Smith - ??? Whoever that is ...
- In the letter Chief Towel was mentioned???
- According to their proposal they have not done one Police or Fire Station – they just had schools, hotels, a medical center, etc.
- They did not have enough insurance money
- The Committee agreed not to move them along to the second round

The fifth proposal was from Construction Monitoring Services, Inc. The Committee spent the time and looked through their proposal and noted the following:

- They have done many Police and Fire Stations
- They had many references
- The Committee decided to move this company along to the second round

Next up was Vertex Companies, Inc. The Committee noted the following:

- They are currently serving as OPM for the Randolph Police Station
- They are currently serving as OPM for the North Randolph Fire Station
- The Committee agreed to move this company along to the second round

The last proposal reviewed was from ACG – Architectural Consulting Group. It was noted that:

- This group has done Police Stations
- The Committee agreed to move them along to the second round

Having reviewed all seven proposals, the Committee was in agreement with moving five of them along to the second round. At this time Tracy asked the Committee if they should draft a letter to the two companies who were not chosen. They agreed a letter should be sent out and maybe they should have Joe Lalli draw up a legal departure letter to those two parties they were not interested in interviewing. In the letter he should say that they did not meet the requirements, etc. Tracy said she would contact him and he would know what to put in the letter.

The next item on the agenda was to approve the Meeting Minutes of May 12th, August 25th and September 1st. The Meeting Minutes of May 12th were brought up first. Tracy asked for someone to make a motion to approve the Minutes. Chuck Comeau made the motion to approve them and Tim Flanigan seconded the motion. Seeing that there was no discussion, they were unanimously approved as read.

The next Minutes to be approved were the ones from August 25th. Tracy asked for someone to make the motion to approve them. Jay Suzor made the motion to approve them with Elaine Dombrosky seconding that motion. There was no discussion. The vote was unanimous to approve them as read.

Finally, the Minutes of September 1st. Tracy asked for someone to make a motion to approve the Minutes and Jay Suzor did with Elaine Dombrosky seconding that motion. Seeing that there was no discussion, they were unanimously approved as read.

Continuing, the Committee next discussed the interviewing process. It was asked when were they going to do it? A discussion ensued. Everyone agreed on two dates. They would do the first interviews on Tuesday, November 22nd with the second interviews on Wednesday, November 30th.

Now that they have the dates, the Committee said they have to come up with a list of questions to ask the candidates. Tracy asked everyone to take a copy of each of the booklets submitted and go through them to come up with the questions that will be asked in the interviews (between 10 to 15 questions). Once the members have done that then they should send them to her and she will compile one complete list. As an example, they should ask the candidates if they have any litigation pending, etc.? After the two nights of interviews the Committee would then narrow it down to 1 or 2 candidates. It was also noted that each company should bring their cost proposal and their proposed schedule with them for the following:

- The Design Stage
- Pre-Construction
- Construction Phase
- Closeout

Tracy said she would check with Joe Lalli about emailing them.

Now that they have the dates, who should come in on what day? The Committee agreed on the following schedule:

Tuesday, November 22nd

4:30 p.m. – Netco

5:30 p.m. – CMS

Wednesday, November 30th

4:30 p.m. – Vertex

5:30 p.m. – ACG

6:30 p.m. – RGB

Tracy then mentioned she would post the meetings and they (as usual) would be public. She also said she would go to the Board of Selectmen Meeting to update them on the 7 submissions and the final 5 candidates.

When there were no more items on the agenda, Tracy asked for a motion to adjourn. Tim Flanigan made that motion with Chuck Comeau seconding it. The vote was unanimous and the meeting adjourned at 8:50 p.m.