

Avon Designer Selection Committee
Thursday, May 9, 2019
6:05 p.m.

TOWN OF AVON
2019 MAY 31 A 8:29

In Attendance:

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

Guests:

Mike Josefek, ACG
Don Velozo, Sr. Project Mgr., ACG

TOWN CLERK

The Avon Designer Selection Committee met at Town Hall on Thursday evening, May 9, 2019, at 6:05 p.m.

Tracy Self called the meeting to order and said the focus of tonight's meeting was to discuss the submissions for the Designer of the new Avon Fire Station. She turned the meeting over to Don Velozo who began with the design fee, and said before you negotiate you have to set a fee. In the form that Don had passed out to everyone regarding the design firm and their qualifications, he said if any firm had a "No" in the first 4 columns then they will not be interviewed. The first 4 columns stated:

1. Must be a qualified Designer within the meaning of M.G.L. Chapter 7C, Section 44 employing a Mass. Registered Architect responsible for and being in control of the services to be provided.
2. Respondent has at least five (5) years' experience as it relates to projects of similar size and scope.
3. Respondent has knowledge and experience reviewing and understanding building codes and building access requirements.
4. Respondent has experience in developing building cost estimates.

Mike then passed out a copy of the first submission to everyone. It was from DiGiorgio Associates, Inc., and they are located at 529 Main Street, Boston, MA. They sent in 9 copies and 2 discs, as requested. The Committee and ACG briefly went through their book noting that they have done a lot of Public Safety Buildings, Fire Stations, etc. They scored "Yes" on the above mentioned columns, so they can be interviewed.

The second firm that sent in a submission was from HKT Architects, Inc., and they are located at 24 Roland Street, Charlestown, MA. The Committee and ACG recognized this firm as they were interviewed for the design of the Police Station. They had brought their Civil Engineer with them when they came. They seem interested in the project and they also have a cost estimator. (It was

noted that the Fire Station is a renovation with a limited budget.) After going through their booklet it showed that they have done many fire stations. They can be interviewed as they were a "Yes" for the 4 columns.

The third firm that sent in a submission was from Allen Lieb Architects & Associates, P.C., and they are located at 598 Salem Street, Lynnfield, MA. Again, ACG and the Committee had seen this firm before as they also interviewed for the Police Station project. They acknowledged the addendum and sent in the required 9 booklets and 2 discs. They can be interviewed.

The fourth and final firm who sent in their submission was from Saccoccio & Associates, and they are located at 2 Granite Avenue, Milton, MA. Again, the Committee and ACG went through their booklet and they fulfilled the requirements asked of them. They can be interviewed as well. Tracy asked a question. Has this firm been in business for 5 years or more? "Yes." He had taken the firm over from his father. They did the renovation of the Millis Fire Department. Maybe they should take a look at it???

Once the Committee and ACG went through all four submissions they discussed their next step. The need to score all four firms. Don made a comment. He said they need to see if they were the Designer or the OPM on the projects that they've done.

After a short discussion about the interview process, it was decided that even though all four firms were qualified, they would interview the top 3. Elaine Dombrosky made the motion to interview the top three firms. Chuck seconded the motion. There was no discussion and the motion was unanimously carried. The top three firms were DiGiorgio, HKT and Saccoccio.

The next item to be discussed was the timing. When will they interview these firms? It was decided they would do it as soon as possible, so Tuesday evening, May 14th was the date set for the interviews. Don would call the 3 firms tomorrow and set up the interviews with them and their team. If they have a Fire Consultant, he will tell them to please bring along. They will start at 6:00 p.m. with each firm having 45 minutes to speak and then they will have the next 15 minutes taking questions.

Mike now discussed the fee. He said \$360,000 is the budget. They will talk about it after the interviews and before negotiations.

With no further business to discuss, Tracy adjourned the meeting at 7:06 p.m.