

Town of Wellesley  
Facilities Management Department  
888 Worcester Street, Suite 370  
Wellesley, MA 02482

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Operations Manager

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## Meeting Minutes

Mechanical Systems Study Project (WFMD-FY22-006)  
Consultant Interviews and Committee Selection Meeting  
Thursday, January 13, 2022, 8:30AM-1:30PM  
*Remote On-Line Meeting*

- I. Opened Meeting at 8:30AM.
- II. Interviewed Finalist Consultants (*Video-Conferenced Live via Zoom*):
  1. NV5, Andover, MA (8:30AM – 9:25AM)

Daniel Wall	Principal	daniel.wall@nv5.com
Jason Peterson	Project Manager	jason.peterson@nv5.com
Carol Donovan	Director	carol.donovan@nv5.com
Kevin Bishop	VDC Op. Director	kbishop@vetdevcorp.com

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2. BLW Engineers, Inc., Littleton, MA (9:30AM – 10:25AM)

Ken Beck	Principal/PM	kbeck@blwengineers.com
Chuck Mace	Electrical Engineer	cmace@blwengineers.com
Mike Denommee	Plumbing Engineer	mdenomee@blwengineers.com

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3. GGD Consulting Engineers, Inc., Dartmouth, MA (10:30AM – 11:25AM)

Matt DiSalvo	Sr. HVAC Engr.	matthew_disalvo@g-g-d.com
David Perreira	Principal/Lead EE	david_pereira@g-g-d.com
Jolie Aranja	Marketing Director	jolie_aranja@g-g-d.com
Wayman Jones	Arden Est. Director	wjones@ardeneng.com
Rob Cote	Arden VP Const.	rcote@ardeneng.com

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4. Architectural Engineers, Inc., Boston, MA (11:30AM – 12:25PM)

Susan Wisler	Principal	<a href="mailto:swisler@arcengrs.com">swisler@arcengrs.com</a>
Jon Brenton	Project Manager	<a href="mailto:jbrenton@arcengrs.com">jbrenton@arcengrs.com</a>
Mickey Bush	DMI ReCx Contr.	<a href="mailto:mbush@dm-inc.com">mbush@dm-inc.com</a>

Topics given to Consultants for discussion during Interviews:

1. **Assessment and Remaining Service Life:** Describe your proposed approach in detail to evaluating existing equipment/system conditions and determining expected remaining service life. Discuss role of engineer, contractor and use of referenced standards (ASHRAE) to arrive at collaborative recommendations. Will field work evaluate all equipment or just major equipment and will evaluation include testing, visual assessment or other (i.e. use of DDC). Give a few specific examples of what the contractor may consider in their evaluation.
2. **Costs:** Describe your proposed approach to develop comprehensive and reliable budgetary costs (total project costs). Explain how your team effectively communicate the conceptual scope of work with the professional cost estimator. Consider current market conditions (COVID and supply chain), recommended escalation/inflation, phased construction (occupied or not) and Non-HVAC costs (architectural, electrical, etc.).
3. **Capital Planning:** The three buildings have varying degrees of need and urgency. One will likely require an immediate major renovation, whereas the other two buildings are not as urgent. For these buildings, consideration will need to be given to procuring the work as separate smaller projects that could be grouped based on type of work or need within the next say 5 to 10 years. Discuss how you might help the Town prepare its capital plan for these buildings with these considerations in mind.

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4. Net Zero Ready (NZR) and All-Electric: Describe key design and construction considerations for NZR buildings and all-electric systems. Assume that geothermal will be considered at a high level, but likely not be pursued.

The Selection Committee interviewed the Consultants per the above schedule via *Zoom*. The Consultants each had 25 minutes to give their presentations and 30 minutes for questions/answers. The Selection Committee then had 5 minutes to conclude the interview and proceed on to the next interview. The Selection Committee conducted the interviews precisely per the above schedule.

The interviews went very well. The Consultants gave well-prepared Power Point presentations, discussed the topics as requested, and answered our questions satisfactorily. During the interviews, the individual Selection Committee members scored the Consultants based on the Post Interview Rating Guidelines as described in the Request for Qualifications. Once the interviews were completed, the Selection Committee summarized the scores, discussed their rationale for their scores, ranked the Consultants.

- III. Ranking and Vote: Selection Committee used scoring sheets for each firm and they were totaled to create the ranking shown below. Architectural Engineers, Inc. (AEI) was the top ranked firm. The Committee voted unanimously 4-0 to enter into negotiations with AEI.

	Joe	Mike	Dick	Allen	Total	Rank
AEI	92	91	89	95	367	1
BLW	88	88	81	85	342	2
NV5	84	76	85	75	320	3
GGD	85	80	79	65	309	4

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IV. Public Participation at 12:30 PM. There were no requests from the public to speak either via email or on the conference call line.

V. Adjourned Meeting at 12:45 PM.

Minutes submitted by:



Allen Hebert  
FMD Project Manager