

Hardy CM at Risk Prequalifications Sub Committee  
Meeting of February 8, 2021  
Online Meeting 3:00PM

Approved

A duly called and posted meeting of the Hardy Prequal Subcommittee was held online, 3:00PM, February 8, 2021.

PBC Present: ~~D. Grissino (DG), T. Goornat (TG)~~, M King (MK), ~~S. Littlefield (SL)~~, M. Tauer (MT)  
Staff: S. Gagosian (SG), A. La Francesca (AL), D. Elliott (DE), G. Remick (GR), D. Lussier (DL-Schools), J. McDonough (JM-FMD)  
Liaisons/Proponents: M. Martin (MM-SC)  
Consultants: J. D'Amico (JD-Compass), L. Westman (LW-Compass), A. Pitkin (AP-SMMA), ~~K. Olsen (KO-SMMA)~~

The meeting minutes have been generated by OPM, Compass Project Management

## Meeting Notes: Wellesley Hardy/Upham ES Project

**Meeting:** WUES CMR Prequalification Committee Meeting # 01  
**Date & Time:** February 8, 2021 at 3:00 pm  
**Location:** Virtual – Zoom Meeting

### Attendees:

	Town of Wellesley		Compass Project Mgmt. (CPM)		SMMA
√	Joe McDonough – Fac. Dir.	√	Jeff D'Amico (JD) – Sr. PM	√	Alex Pitkin – Designer
√	Glenn Remick – FMD PM	√	Laureen Westman (LW) - APM		Kristen Olsen – Arch PM
√	Dick Elliott – FMD PM				
√	Steve Gagosian–FMD Arch				
√	Abbie LaFrancesca - FMD				
√	David Lussier – WPS				
√	Melissa Martin - SC				
√	Michael Tauer - PBC				
√	Matt King – PBC				

**Distribution:** Attendees (v); CPM File

Item	Topic/Discussion	Action For:	Due Date
1.1	<p><b><u>Request for Qualifications</u></b> 2/8/21:</p> <ul style="list-style-type: none"> <li>CPM reviewed the list of 15 firms who downloaded the RFQ, and the 10 firms who submitted interest forms so far.</li> <li>SOQ's due on 2/10/21.</li> </ul>	ALL	On-going
1.2	<p><b><u>Prequalification Committee</u></b> 2/8/21: The Prequalification committee members are:</p> <ul style="list-style-type: none"> <li>Owner (Town) rep. - Michael Tauer (PBC Rep w/ Matt King as Alt. They will aggregate scores as needed.), Steve Gagosian (PBC Rep), David Lussier (School Dept.– end user Rep), Joe McDonough (Town Rep), Glenn Remick (Town Rep), Dick Elliot (Town Rep), Melissa Martin (SC – end user Rep), <ul style="list-style-type: none"> <li>OPM rep. Jeff D'Amico (OPM)</li> <li>Designer representative Alex Pitkin (Arch)</li> </ul> </li> </ul>	ALL	On-going

1.3	<p><b><u>Schedule</u></b> 2/8/21:</p> <ul style="list-style-type: none"> <li>• The Prequal Committee evaluation meetings will be advertised and conducted as a recorded public meeting and will be posted at a later date.</li> <li>• 2/10/21 by EOD – CPM will distribute all SOQ’s submitted.</li> <li>• 2/22/21 at 1:30-3:30pm - Prequal Committee to read through all proposals prior to meeting and assign draft scores. Short list for RFP stage with interviews will be discussed.</li> <li>• 2/24/21 – Additional day reserved, as necessary for evaluation to finalize the shortlist recommendation to the PBC. Also on the agenda will be final edits to the draft Request for Proposal (RFP).</li> <li>• 2/25/21 – Present shortlist recommendation to the PBC for approval.</li> <li>• 3/3 -3/24 - CM to respond to RFP</li> <li>• 3/10 – Virtual CM bidders walk.</li> <li>• 4/6 – 4/8/21– potential date for interviews, to be confirmed.</li> </ul>	<p><b>ALL</b></p> <p><b>CPM</b></p>	<p><b>On-going</b></p> <p><b>2/10/21</b></p>
1.4	<p><b><u>Evaluations</u></b> 2/8/21:</p> <ul style="list-style-type: none"> <li>• CPM used a previous SOQ submission from Hunnewell ES as an example for the group. CPM demonstrated how to find schedules and specific information.</li> <li>• Each committee member is to weigh all SOQ’s they review uniformly. Consider the firm’s philosophy and project approach. Important consideration should be put on the core project team of the Project Exec., Project Manager, and Superintendent. Focus should be put on similar project aspects such as: elementary school program, size, NRZ, tight site, active school campus/build behind, etc.</li> <li>• CPM reviewed the sections CPM will evaluate for the committee including schedules F, G, I, J, H and reference checks. The prequal team will focus efforts on schedules B-E and K.</li> <li>• Committee to review all proposals, fill out draft scores and send to CPM on 2/19 to compile for review on 2/22.</li> <li>• Meeting on 2/22 will focus on shortlisting 4 firms to distribute RFP to with interviews to follow.</li> </ul>	<p><b>All</b></p>	<p><b>On-going</b></p>
1.5	<p><b><u>Scoring Criteria</u></b> 2/8/21:</p> <ul style="list-style-type: none"> <li>• CPM adapted evaluation card used for the Hunnewell ES CM prequalification. CPM suggests taking 5 points from “Management Personnel and Organizational Chart” and adding those 5 points to ‘Similar Project Experience’. Points were also shifted from the second DCAM section to the WBE/MBE participation section.</li> <li>• This group discussed the evaluation criteria and voted to approve the evaluation system.</li> <li>• Jeff D’Amico motioned, Steve Gagosian 2<sup>nd</sup>, To accept the criteria guidelines and evaluation as presented. 9-0-0 Motion passed.</li> </ul>	<p><b>ALL</b></p>	<p><b>On-going</b></p>