



**Permanent Building Committee**

FMD DESIGN & CONSTRUCTION • 888 WORCESTER STREET, SUITE 370 • WELLESLEY, MA 02482

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**Hunnewell CM at Risk RFQ Sub-Committee Meeting Minutes**

Note that the following minutes have been authored and compiled by the Project OPM, Compass Project Management. The subcommittee members have reviewed and approved these minutes.

**Meeting Notes: Wellesley Hunnewell ES Project**

**Meeting:** WHES CMR Prequalification Committee Meeting # 01  
**Date & Time:** May 6, 2020 at 2:00 pm  
**Location:** Virtual – Zoom Meeting and Steaming Live on Wellesley Media

**Attendees:**

	Town of Wellesley		Compass Project Mgmt. (CPM)		SMMA
✓	Joe McDonough – Fac. Dir.	✓	Jeff D’Amico (JD) – Sr. PM	✓	Alex Pitkin – Designer
✓	Kevin Kennedy – FMD PM	✓	Laureen Westman (LW) - APM	✓	Kristen Olsen – Arch PM
✓	Dick Elliott – FMD PM				
✓	Steve Gagosian–FMD Arch, SBC				
✓	David Lussier - WPS				
✓	Sharon Gray - SBC				
✓	Michael Tauer - PBC				

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

Item	Topic/Discussion	Action For:	Due Date
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1.0	<p><u>Request for Qualifications</u></p> <p>CPM reviewed the list of 8 firms who submitted SOQ's on 4/24/20. The group of submissions are all very competent firms. Agostini Construct. Co., Barr and Barr, Commodore Builders, Consigli Construction, Gilbane Building Company, Shawmut Design &amp; Construction, W.T. Rich Co., Walsh Brothers</p>	ALL	On-going
1.2	<p><u>Prequalification Committee</u></p> <p>The Prequalification committee members are:</p> <ul style="list-style-type: none"> <li>• Owner (Town) rep. - Michael Tauer (PBC Rep), Steve Gagosian (PBC Rep), David Lussier (School Dept.– end user Rep), Joe McDonough (Town Rep), Kevin Kennedy (Town Rep), Dick Elliot (Town Rep), Sharon Gray (SC – end user Rep),</li> <li>• OPM rep. <ul style="list-style-type: none"> <li>Jeff D'Amico (OPM)</li> </ul> </li> <li>• Designer representative <ul style="list-style-type: none"> <li>Alex Pitkin (Arch)</li> </ul> </li> </ul>	ALL	On-going
1.3	<p><u>Schedule</u></p> <p>The Prequal Committee evaluation meetings will be advertised and conducted as a live public meeting.</p> <p>5/6/20 – Prequal Committee to read through all proposals prior and assign draft scores. Short list to interview will be discussed.</p> <p>5/7/20 – Additional day reserved, as necessary for evaluation and to review next stage RFP.</p>	ALL	On-going

	5/14/20 – Present shortlist recommendation to the PBC for approval.		
1.4	<p><u>Evaluations</u></p> <p>Evaluations format will be similar to a designer selection. 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, municipal campus, wetlands, etc.</p> <p>CPM to revise and distribute Evaluation Card to Committee.</p> <p>Committee to review all proposals, fill out draft scores and send to CPM to compile for review. Meeting will focus on shortlisting 3 or 4 firms to distribute RFP to and interview.</p> <p>CPM compiled all the committee's draft scores into a single spreadsheet. The following 4 firms rose to the top in numerically order:</p> <ul style="list-style-type: none"> <li>• Consigli, Shawmut, Gilbane, and WT Rich</li> </ul> <p>The Committee reviewed and discussed their evaluations of the 8 proposals that were received, focus was put on the top 6 highest draft scores. Comments included outsourcing of safety and pre-con services not well received amongst the group. Tailored proposals, communication approach, and experience working with educators were appreciated.</p> <p>Discussion did not change the numerical ranked top 4 firms.</p> <p>The committee would like to take another day to decide if they would like to invite WT Rich into the RFP/interview process. Compass will follow up with some additional reference checks on the fourth firm which may be the bubble firm for the next stage.</p>	All	5/6/20
		ALL	5/7/20

1.5	<p><u>Scoring Criteria</u></p> <p>CPM adapted evaluation card provided by FMD. Team reviewed the evaluation categories and tailored scoring of categories to priorities of this project.</p> <p>CPM will conduct reference checks, review the audited financials and confirm all required minimum documents were submitted.</p>	ALL	On-going
1.6	<p><u>RFP</u></p> <p>CPM will draft the CMR RFP. SG to ask Town Counsel if COVID/additional safety requirements should be addressed in the Town's CM Contract.</p> <p>Committee discussed the duration for construction schedule include in the RFP as either 19 vs 23 months or both.</p>	<p>CPM</p> <p>SG</p>	<p>5/7/20</p> <p>5/7/20</p>
2.1	<p><u>References:</u></p> <p>CPM has been conducting all reference checks. A few new references have arrived last minute. CPM would like to take an extra day to reach out and obtain some additional information regarding WT Rich.</p>	CPM	5/7/20
2.2	<p><u>Interviews:</u></p> <p>Committee to start thinking about interview questions. Concepts mentioned: Reactions to COVID.</p>	ALL	On-going