



MASSACHUSETTS

Permanent Building Committee

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

DAVID GRISSINO, CHAIR MATT KING, VICE CHAIR THOMAS GOEMAAT SUZANNE LITTLEFIELD MICHAEL TAUER TELEPHONE: (781) 489-4291
FACSIMILE: (781) 431-1019
STEPHEN D GAGOSIAN, DESIGN & CONSTRUCTION MGR.
ABBIE LA FRANCESCA, PROJECTS ASSISTANT

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 # 02

Date & Time: May 7, 2020 at 2:00 pm

Location: Virtual – Zoom Meeting and Steaming Live on Wellesley Media

Attendees:

Town of Wellesley	Compass Project Mgmt.	SMMA
	(CPM)	
 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 $(\sqrt{})$; CPM File

Ite	Topic/Discussion	Action	Due Date
m		For:	
1.0	Request for Qualifications 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 & Construction, W.T. Rich Co., Walsh Brothers	ALL	On-going
1.2	Prequalification Committee The Prequalification committee members are:	ALL	On-going

	 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), OPM rep. Jeff D'Amico (OPM) Designer representative Alex Pitkin (Arch) 		
1.3	Schedule The Prequal Committee evaluation meetings will be advertised and conducted as a live public meeting. 5/6/20 – Prequal Committee to read through all proposals prior and assign draft scores. Short list to interview will be discussed. 5/7/20 – Additional day reserved, as necessary for evaluation and to review next stage RFP. 5/14/20 – Present shortlist recommendation to the PBC for approval.	ALL	On-going
1.4	Evaluations Compass reported back WT Rich's additional reference checks came back with some positives, but also a few negatives which ultimately dropped their score. The committee unanimously voted to recommend the PBC shortlist 3 firms: Consigli, Shawmut, & Gilbane.	All	5/6/20
1.5	Scoring Criteria CPM has conducted reference checks, review the audited financials and confirmed all required minimum documents were submitted.	ALL	On-going
1.6	RFP CPM walked the committee through the draft RFP. The proposed schedule timeline has RFP being issued 6/1/2020. Committee discussed and reached consensus on the following: budget to list, number of cost estimates to request, duration of precon, remote informational bidders meeting, inclusion of a SD estimate, Pre-Con Fee, revision to Table A. CPM to add references to project website, permitting critical path, no early trade packages. Committee to review draft RFP and reply with comments. SG to	CPM	6/1/20
	provide language about Award vs Notice to Proceed in relation to	ALL SG	5/11/20 5/11/20

	TM / Ballot Vote timeline, liquidated damages, standard Town Documents, Middle School RFP to CPM. KO to send comments regarding the RFP Design sections. CPM to incorporate comments, then include redlined and clean versions for distribution to PBC.	KO CPM	5/11/20 5/12/20
2.1	References: CPM was able to confirm the Superintendent listed within WT Rich's team is no longer with the company. It is not unusual for team changes to occur between the SOQ and RFP/interview phase. CPM was able to obtain additional references which were both positive and negative. FMD reached out to additional contacts and received concurrence.	СРМ	5/7/20
2.2	Interviews: Additional concepts: How will gap between Preconstruction Team and Construction Team be bridged? How do you handle situations with challenging subcontractors? Compass to draft sample CM interview questions and circulate to the team.	СРМ	5/21/20

Posted 6/30/20 3:12PM