



Fire Station Building Review Committee

Meeting Minutes
Wednesday, September 21, 2016

UNAPPROVED

Chairman Allan Brown opened the meeting at 6:08 pm.

In attendance: Allan Brown, Howard Kirchner, Peter Ladd, Janice Loz, Ed Raymond, Peter Wyman

Absent: Kimberley Edelmann, David Hartman (Both are currently out of state)

Others present: Ed Mical

1. Previous Meeting Minutes

Motion made to approve the minutes of September 7th. All approved.

2. Responses to the Request for Qualifications & Proposal (RFQ/P)

Allan said that he believed 13 architectural firms attended the site visit. After that, 9 responses to the RFQ/P were received.

To help evaluate the 9 proposals, Town Administrator Jim Bingham put together a worksheet.

Allan noted that there are 8 members of the committee. He proposed that the members team up in teams of two to share sets of proposals. He proposed that team member read and evaluate half of the proposals, then exchange them to read and evaluate the other half.

The time schedule is tight. The short list needs to be decided at the next meeting. Allan does not want to have a short list of more than 3 architectural firms to interview. Ed Raymond noted that it is possible the short list will only need to be 2. Allan added, "Or 4". The committee will know more after reviewing the proposals.

Allan asked what everyone thought about the approach. Everyone agreed it sounded good.

Looking at the evaluation form provided by Jim, Janice asked what the "Reimbursables" column was for. Allan and Peter Wyman offered that reimbursements could cover expenses such as mileage, incidentals and extra printing fees. Allan said that some of the cost information is provided in cover letters, sometimes it is hidden into the proposal. He noted that reading the whole proposal was important.

2.1 Review Teams

Ed Raymond suggested that he and Peter Wyman could be one team as they see each other often.

Janice and Howard agreed to be a team.

Peter Ladd offered to team up with Kimberley.

Remaining committee members Allan and David and will team up.

2.2 The Documents

Ed Raymond noted that two different architectural firms say they built the Hopkinton Fire Station in their responses and asked how that was possible. Peter Wyman suggested that maybe one built the old station and the other built the new one. Allan said maybe one built the base and another build the top.

The committee spent several minutes handling and scanning the documents.

Allan noted that finalists interviews were shown in the RFQ/P as being on October 5. Time is tight. It was noted that many of the proposals received in response to the RFQ/P showed the time line within them.

3. Energy Committee

Peter Ladd said that the Energy Committee has been discussing this phase of the Fire Station Building Review Committee work and that they came up with energy related questions to ask the selected architectural firms. Peter provided a printout of the questions.

Allan said Jim could update the evaluation sheets to include LEED compliance.

Peter Ladd said, "There is a difference between getting a LEED certification which you pay for and asking to build a building which meets those standards without receiving the plaque."

Ed Raymond responded, "You pay extra to get the plaque." Ed said that earlier, he had been told by Warrenstreet Architects that they could build to LEED specs but getting the plaque would cost more.

Allan thanked Peter Ladd and the Energy Committee for the questions and said that they could be used in the interviews.

A Note for Readers: According to Wikipedia, "Leadership in Energy and Environmental Design (LEED) is one of the most popular green building certification programs used worldwide. Developed by the non-profit U.S. Green Building Council (USGBC) it includes a set of rating systems for the design, construction, operation, and maintenance of green buildings, homes, and neighborhoods that aims to help building owners and operators be environmentally responsible and use resources efficiently."

4. Processing The Proposals

Returning back to the matter of reviewing and processing the 9 responses received to Warner's RFQ/P, Janice asked what the committee would do after individually reviewing the proposal documents. Allan confirmed that the committee will come together to discuss their individual assessments in the next meeting. He wanted the committee members to first get their own opinions down on paper.

Janice asked if anyone would be calling the references listed in the proposals. Allan said that would definitely be done after the interviews.

Howard asked to confirm that what the committee members needed to do in the next few days was read the documents, assess them, then swap documents with their team partner. Allan confirmed this to be the case.

Referring to the evaluation sheet, Janice asked how to rank, for example, "Fire Stations". Allan replied that he believed that number and size of fire stations built may be one way. He would not know for sure until he got a feel for the contents of the documents. He added that he felt that the "Other Municipal Buildings" column would be used to help assess whether the architectural firm had an understanding of how a municipal government functions, including how to pay and bonding.

Janice noted that committee members would not know how the assessment form works for them until they start reviewing the documents and using the form. Allan agreed.

Allan recommended ranking the 9 proposals with a simple rating of 1, 2, 3. The committee agreed to make 3 the

highest / best score a proposal could earn.

For the "Meetings" column of the form, Allan suggests that the committee members look to see that the proposals show the meetings that were listed in the RFQ/P.

Peter Wyman asked if money (costs) should be considered when ranking the proposals. Allan suggested that money should not be higher priority than services, adding that money will eventually be an issue. Discussion followed with general agreement that money should not be used to exclude any proposal at this point.

Peter Ladd pointed out how the building looks is very important. Peter Wyman agrees. Allan said that one of the first things he told architects is that the building must be aesthetically pleasing and fit well into the neighborhood.

Allan asked that everyone take plenty of notes as they review the proposals.

Howard asked what happens to the documents after they will go back to the town. He was particularly concerned about whether he should initial any comments he writes in the margins. Allan said he will keep one clean copy of the proposals, unmarked, for the town.

Allan asked if everyone was comfortable with the task ahead. Peter Wyman said he was comfortable with the task, but not the short time line. Others concurred. Allan noted that everyone just needed to do the best they can. If the task could not be done in time, they would adjust accordingly.

5. Next Meeting

The next meeting is scheduled for Wednesday September 28.

6. Adjournment

A motion was made and seconded to adjourn the meeting at 6:34 pm.

Respectfully submitted,
Kimberley Brown Edelmann
Recording Secretary