

# TOWN OF HARVARD

## MUNICIPAL BUILDING COMMITTEE



**Meeting Minutes** – Meeting # 12 – 10 August 2011, 7:00 – 8:30PM, Hildreth House

### Attendees

Pete Jackson, Doug Coots, Lou Russo, Wade Holtzman, Chris Cutler, George McKenna, Ron Ricci

1. Deadline for selecting OPM - BoS meeting on August 23 at 9AM
2. George - representing Finance Committee
  - a. Review of 3 schedule options – MBC will be looking for authorization at 2012 ATM
  - b. OPM will help to choose schedule
3. OPM Short List – Input from Chris
  - a. Chris' top four: Diversified, Vertex, DTI and NETCO
  - b. DTI appears on everyone's list, Vertex on three, Skanska on two. Doug feels NETCO has a "weak" proposal; there are a number of projects that fit, except that their role in the project was unclear.
  - c. Doug to Chris – why didn't Skanska make your list? Chris - Put off by their size, we would be a very small project for them (Wade feels the same way). Looking for more specificity in their management approach in regards to interaction with the MBC. Doug feels Skanska has the clearest, deepest OPM experience.
4. Select three candidates for short list
  - a. Four candidates have been shortlisted: Skanska, DTI, Vertex and NETCO.
  - b. Reference checks need to happen before next week's meeting.
5. Assignments and schedules for contacting references given by OPM candidates
  - a. Doug - NETCO
  - b. Wade – Skanska
  - c. Lou - DTI
  - d. Chris – Vertex
  - e. Pete will schedule interviews
  - f. It is not important that we all ask the same questions during reference checks.
  - g. After selection is final – those not chosen will be informed (diplomatically). Is there any legal protocol that we need to follow?
  - h. Final selection will be announced after BoS meeting 8/23
6. Schedule for Interviews – MBC availability
  - a. Four interviews will be scheduled
  - b. Wednesday 8/17 2PM location TBD
7. Interview – Questions
  - a. Pete – As Doug has mentioned previously, we should allow each candidate to elaborate on their answers to the selection criteria questions (specifically #s 1, 4, 5, 6, 7, 8, and 9). Lou would keep #10 on the list. Doug – Is appropriate to ask each firm to present a full financial picture (if asked ahead of the interview would it be an

unintended advantage)? Are we prohibited from asking (for the interview), "Could you make a more complete financial statement?"

- b. Pete - How will you fit in with MBC members?
  - c. Pete - Experience with public involvement
  - d. Pete – Aggressive schedule – do they think we can make the schematic design schedule we have outlined?
  - e. Pete - Any issues with the MBC report?
  - f. Doug – Two building projects – how would they handle it differently than a single building project?
  - g. Lou – experience in plan and document review (recognizing conflicts and issues that might result in change orders)
  - h. Doug – how would they ensure that our project remain on schedule and under budget?
  - i. Project manager must be present at interview. All MBC members agree.
8. Next meeting's Agenda
- a. Finalize interview questions
  - b. De-brief reference checks
9. Mark is resigning from the committee due to work commitments.

Next meeting will be Tuesday, August 16 7:30AM at the Old Library

Approved

Rachel Holcomb