

# TOWN OF HARVARD

## MUNICIPAL BUILDING COMMITTEE



**Meeting Minutes** – Meeting # 13 – 16 August 2011, 7:30 – 9:10AM, Old Library

### Attendees

Pete Jackson, Doug Coots, Lou Russo, Wade Holtzman

1. Read and approved August 9 meeting notes.
2. Read and approved August 10 meeting notes
3. Interviews
  - a. DTI, NETCO, Skanska, Vertex
  - b. The project manager at Vertex is on vacation, otherwise, all PMs will be there
  - c. Town Hall Meeting room 2PM
4. Reference Checks
  - a. Lou – DTI – Lou spoke with four people attached to four different projects, all gave high recommendations
    - i. Newburyport Lib: during construction OPM also functioned as a clerk during construction – with project from beginning to end
    - ii. Merrimack (library), came in after construction began
    - iii. Georgetown (library), very complimentary
    - iv. Westford (Lou knew it was a troubled project – general contractor went under) showed depth in team
  - b. Wade – Skanska
    - i. Was able to get in touch with Dan Coffey, spoke about Jim Dowd, all good things – early and under budget
    - ii. Difficult to compare, jobs are of a larger scale
  - c. Doug – NETCO
    - i. All complimentary feedback
    - ii. Sandwich Town Hall restoration, Spoke with “Bud” Dunham (town administrator) Great collaboration between OPM and architect.
    - iii. Sturbridge Town Hall, spoke with Penny Dumas (CPC chair), positive, unexpected structural work not discovered until demolition, but project progressed on time.
    - iv. Also spoke with project architect
  - d. Chris – Vertex
    - i. Marshfield - Spoke with architect, worked well with committee (came in under budget), managed public meetings well, highly rated
    - ii. Framingham - Only project that used Steve Kirby, original contractor went into default, Vertex assumed control - very impressed, seamless transition
    - iii. Worcester State – contractor went into default, Vertex assumed control
5. Interview Questions
  - a. It was decided not to send out questions ahead of time. It would “formalize” the interview process too much.

- b. The questions from meeting #12 were discussed and finalized. Pete will attach names to each question so that all MBC members are involved during interview process.
    - i. When scheduling the interview, Pete asked DTI for a more complete financial report.
    - ii. General questions for each firm include:
      - 1. Prior experience public process in small town?
      - 2. Schematic design schedule?
      - 3. Comments on MBC report? Proceeding with two buildings simultaneously? (Being careful not to make to make the question a quiz on the MBC report.)
      - 4. Tools to keep project on schedule and budget? (Construction document review for conflicts and omissions, Cost estimate checks during schematic design.)
      - 5. Recent examples of cost estimating during schematic design?
      - 6. Architect selection – how much involvement do they foresee? What can they add to the process?
  - c. Doug suggested that we ask firm specific questions first – then move onto list of general questions.
  - d. Stay after interviews – make decision tomorrow. Pete will inform Ron and Marie of MBC's recommendation via email.
  - e. Brief discussion began on negotiation concerns once the OPM is selected  
MBC's main concerns include: hourly rate (25k budgeted for OPM), time management, interviews with architect, meeting attendance as requested by the building committee.
6. Town Hall Façade
- a. MBC will vote before next Tuesday's BoS meeting. It is important for the selectmen to hear the MBC's thought process, not just a yes or no vote.
  - b. Will continue discussion at next Tuesday's meeting (8/23).
7. RFS for Architect – Doug will create "scope of services"

Next meeting will be Wednesday, August 17 2:00PM at the Town Hall Meeting Room for OPM interviews.

Rachel Holcomb

Approved