

School Building Subcommittee Meeting
Town Hall, Room 104
Minutes of Tuesday, June 23, 2015

Call to Order: Jon Wine, called the meeting to order at 7:02 p.m.

Meeting Attendees:

PBC Members

Craig Schultze, Jon Wine, Kim Borst (Secretary)

School Committee Member

Denise Gibbons

Millis Public Schools Representative

Dave Byrne

Clyde Brown Feasibility Study Project

The committee met to narrow down the list of ten OPM candidates. Each committee member evaluated all firms based on the MSBA criteria from the RFS. The committee shared and discussed their rankings. (Please see attached Handout 1 for specific grading criteria and individual grades by committee member.)

After discussion and compiling everyone's rankings, Denise Gibbons tabulated the averages and determined the top three finalists that will be further interviewed will be Compass Project Management, Hill International and Joslin Lesser and Associates, Inc.

Craig Schultze made a motion to invite Compass, Hill International and Joslin Lesser and Associates, Inc. to the June 25, 2015 final interview meeting for the CFB OPM. Dave Bryne seconded the motion and it passed unanimously.

The committee determined that the meeting will be held at the Millis Public Library and will begin at 6:30 with the first presentation being at 6:45. Each finalist will be allowed 20 minutes to present, and 15 minutes for questions and answers.

Denise Gibbons will check with Charlie Aspinwall to determine who should notify the finalists.

Adjournment

Jon Wine made a motion to adjourn the meeting at 8:55 pm. The motion was seconded by Craig Schultze and passed unanimously.

The next meeting of the School Building Committee will be held at 6:30 p.m. on Thursday, June 25, 2015 in the Roche Bros. Community Room at the Millis Public Library.

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Submitted by:

Kim Borst
 Secretary, Permanent Building Committee

Handout 1

Clyde F. Brown Elementary School OPM RFS

Scoring sheet

Scoring sheet by Selection Committee member

Respondent	Criteria	SCM #1 CS	SCM #2 JW	SCM#3 DB	SCM#4 DG	AVG
Respondent 1	1	3	3	3	4	
Architectural Consulting Group	2	2	2	2	2	
	3	3	3	3	3	
	4	3	3	3	3	
	5	1	1	1	1	
	6	1	1	1	1	
	7	1	1	1	1	
	8	1	1	1	1	
	9	1	1	1	2	
	10	1	1	1	1	
	11	1	1	2	1	

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	12	1	1	1	1	
	13	3	3	3	3	
	Totals	22	22	23	24	22.75
Respondent 2	1	5	4	4	4	
Dore & Whittier	2	2	2	2	2	
	3	3	3	3	3	
	4	3	3	3	3	
	5	3	3	3	3	
	6	2	2	2	2	
	7	1	1	1	2	
	8	2	2	2	2	
	9	3	3	3	3	
	10	1	1	1	1	
	11	3	2	2	3	
	12	2	2	2	2	
	13	3	3	3	3	
	Totals	35	31	31	33	32.5
Respondent 3	1	4	3	3	4	
Vertex	2	2	2	2	1	
	3	3	3	3	3	
	4	3	2	2	3	
	5	1	1	1	1	
	6	2	2	2	2	
	7	1	2	2	3	
	8	2	2	2	3	
	9	2	2	2	2	

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	10	1	1	1	1	
	11	2	1	1	2	
	12	2	2	2	2	
	13	3	3	3	3	
	Totals	29	26	26	30	27.75
Respondent 4	1	4	4	4	4	
	PMA	2	3	2	2	
	3	3	3	3	3	
	4	3	3	3	3	
	5	3	3	3	3	
	6	3	1	3	3	
	7	2	2	2	2	
	8	2	2	2	2	
	9	2	2	2	2	
	10	1	1	1	1	
	11	3	2	3	3	
	12	2	2	2	2	
	13	3	1	3	3	
	Totals	33	29	33	33	32
Respondent 5	1	4	3	4	3	
	CMS	2	2	2	2	
	3	3	3	3	3	
	4	3	3	3	3	
	5	2	1	2	3	
	6	3	2	3	1	
	7	2	2	2	1	

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	8	2	2	2	2	
	9	2	2	2	3	
	10	1	1	1	1	
	11	2	2	2	2	
	12	1	1	1	2	
	13	3	2	3	3	
	Totals	30	26	30	29	28.75
Respondent 6	1	6	6	6	6	
Compass	2	3	3	3	3	
	3	3	3	3	3	
	4	3	3	3	3	
	5	3	3	3	3	
	6	3	3	3	3	
	7	2	2	3	3	
	8	2	2	2	2	
	9	3	3	3	3	
	10	1	1	1	1	
	11	3	3	3	3	
	12	2	2	2	2	
	13	3	3	3	3	
	Totals	37	37	37	37	37
Respondent 7	1	4	4	4	4	
Colliers	2	3	3	3	3	
	3	3	3	3	3	
	4	3	3	3	3	
	5	3	3	2	2	

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	6	2	3	2	2	
	7	2	2	2	2	
	8	2	2	1	1	
	9	2	3	2	2	
	10	1	1	1	1	
	11	3	3	3	3	
	12	2	2	2	2	
	13	3	3	3	3	
	Totals	33	35	31	31	32.5
Respondent 8	1	4	5	4	5	
KVA	2	3	3	3	3	
	3	3	3	3	3	
	4	3	3	3	3	
	5	3	3	3	3	
	6	3	3	3	2	
	7	1	1	1	1	
	8	1	1	1	2	
	9	2	2	2	3	
	10	1	1	1	1	
	11	3	3	3	2	
	12	2	2	2	2	
	13	3	3	3	3	
	Totals	32	33	32	34	32.75
Respondent 9	1	4	4	6	6	
HILL	2	3	3	3	3	
	3	3	3	3	3	

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	4	3	3	3	3	
	5	3	2	3	3	
	6	2	3	2	2	
	7	2	2	2	2	
	8	2	2	2	2	
	9	3	3	3	3	
	10	1	1	1	1	
	11	3	2	2	2	
	12	2	2	2	2	
	13	3	3	3	3	
	Totals	34	31	35	35	33.75
Respondent 10	1	4	4	4	4	
Joslin, Lesser	2	3	3	3	3	
	3	3	3	3	3	
	4	3	3	3	3	
	5	3	3	3	3	
	6	2	3	3	2	
	7	2	1	1	2	
	8	2	1	1	2	
	9	3	2	2	2	
	10	1	1	1	1	
	11	3	3	3	3	
	12	2	2	2	2	
	13	3	3	3	3	
	Totals	34	32	32	34	33

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Summary scoring sheet for ranking or interview

Respondent	SCM#1	SCM#2	SCM#3	SCM#4
Architectural Consulting Group	22	22	23	24
Dore & Whittier	35	31	31	33
Vertex	29	26	26	30
PMA	33	29	33	33
CMS	30	26	30	29
Compass	37	37	37	37
Colliers	33	35	31	31
KVA	32	33	32	34
Hill	34	31	35	35
Josslin, Lesser & Associates	34	32	32	34

Criteria from RFS

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1) Past performance of the Respondent, if any, with regard to public, private, DOE funded and MSBA-funded school projects across the Commonwealth, as evidenced by:

a) Documented performance on previous projects as set forth in Attachment C, including the number of projects managed, project dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per project manager per year, number of accidents and safety violations, dollar value of any safety fines, and number and outcome of any legal actions; (3 points)

b) Satisfactory working relationship with designers, contractors, Owner, the MSBA and local officials. (3 points)

2) Thorough knowledge and experience with new construction, renovation and combined new construction and renovation MSBA projects. (3 points)

3) Thorough knowledge of the Massachusetts State Building Code, regulations related to the Americans with Disabilities Act, and all other pertinent codes and regulations related to successful completion of the project. (3 points)

4) Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures, as amended by the 2004 Construction Reform laws. (3 points)

5) Thorough knowledge of and demonstrated experience with CM-At-Risk Procurement methodology. (3 points)

6) Management approach: Describe the Respondent's approach to providing the level and nature of services required as evidenced by proposed project staffing for a potential (hypothetical) proposed project for new construction of 81,500 square feet +/- 10%, renovation of 68,000 square feet and combined renovation of existing 68,000 square feet and new construction; proposed project management systems, effective information management; and examples of problem solving approaches to resolving issues that impact time and cost. (3 points)

7) Key personnel: Provide an organizational chart that shows the interrelationship of key personnel to be provided by the Respondent for this project and that identifies the individuals and associated firms (if any) who will fill the roles of Project Director, Project Representative and any other key roles identified by the Respondent, including but not limited to roles in design review, estimating, cost and schedule control. Specifically, describe the time commitment, experience and references for these key personnel including relevant experience in the supervision of construction of several projects that have been either successfully completed or in process that are similar in type, size, dollar value and complexity to the project being considered. (2 points)

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- 8) Capacity and skills: Identify existing employees by number and area of expertise (e.g. field supervision, cost estimating, schedule analysis, value engineering, constructability review, quality control and safety). Identify any services to be provided by Sub consultants. (2 points)
- 9) Identify the Respondent's current and projected workload for the next 18-24 months. (3 points)
- 10) Familiarity with Massachusetts MA-CHPS criteria or US Green Building Council's LEED for Schools Rating System. Demonstrated experience working on high performance green buildings (if any), green building rating system used (e.g., MA-CHPS or LEED-S), life cycle cost analysis and recommendations to Owners about building materials, finishes etc., ability to assist in grant applications for funding and track Owner documentation for MA-CHPS or LEED-S prerequisites. (1 point)
- 11) Thorough knowledge and demonstrated experience with life cycle cost analysis, cost estimating and value engineering with actual examples of recommendations and associated benefits to Owners. (3 points)
- 12) Knowledge of the purpose and practices of the services of Building Commissioning Consultants. (2 points)
- 13) Financial Stability: Provide current balance sheet and income statement as evidence of the Respondent's financial stability and capacity to support the proposed contract. (3 points)