

MINUTES

UPTON LIBRARY FEASIBILITY COMMITTEE

February 17, 2015, 6:00 P.M.

Town Hall, Room G7, Ground Floor Conference Room

In attendance:

Michelle Goodwin, Chairman; William Taylor, Vice-Chairman;
Fran Gustman, Secretary; Linda Arthur; Kelly McElreath; Steven Rakitin; Alan
Leslie Rosenfield, Esq.; John Robertson, Jr., Chair, Upton Library Trustees;
Matthew Bachtold, Library Director and Adjunct Member

1. Call Meeting to Order / Review the Meeting Agenda. The meeting was called to order at 6:00 pm.
2. Approve Minutes of February 10, 2015 meeting. Motion to approve Minutes as amended was seconded and passed unanimously. The Minutes will be sent to Kelly for posting on the town website.
3. Request for Qualifications (RFQ) for Owner's Project Manager (OPM). We discussed the four candidates, including the following issues:

DTI: John R. raised the issue that DTI was involved in a dispute concerning the Westwood Library, perhaps due to ceilings collapsing. What was DTI's role in it? As the OPM, should have picked up the problem. DTI has done the most library experiences. Matthew made the point that while the architect needs a lot of library experience, the OPM needs less.

DTI used a different form to report to us and did not reveal this suit with Westwood. Kelly made a Motion was made to disqualify DTI, which was tabled.

Vertex: Matthew noted that Upton Library paid 2½ times the original estimate original estimate for the recent small-scale renovation and recommended a flat fee with Vertex, if we choose this company. Steve pointed out that while Vertex seemed very strong at solving construction problems, we would need to focus on questions about feasibility.

CMS: Bill pointed out that CMS had a higher percentage of change orders than the other candidates. John R. mentioned a weak educational background. Michelle was concerned that the company was involved in too many new projects to handle another. Fran was concerned about future problems in communication, as their response was poor.

P³: Alan felt that the P³ letter of introduction indicates a higher level of professionalism. Several committee members voiced concern that its application contained a management plan for Franklin's library project, not Upton; Fran believed that Franklin was being presented as an example. However, Fran felt

that most of the application did not deal with our needs.

3.1. Ranking of candidates for OPM, select interviewees. Kelly withdrew her previous motion to disqualify DTI. A Motion was seconded and passed unanimously to schedule interviews with Vertex, P³, and DTI.

4. Audience Participation. None.

5. Future Meeting Date(s):

Monday, February 23, 6, 7, 8 pm at the Town Hall, Little Town Hall, Room 203.

Tuesday, February 24, 6 pm, to discuss the interviews and vote, Town Hall, ground floor conference.

6. Other topics not reasonably anticipated by the Chairman 48 hours in advance. None.

7. Adjournment. Motion to adjourn was seconded and passed unanimously at 7:01 pm.

Task:

Send interview questions to Michelle by Friday, February 20, in two sets: general questions and those for individual companies.