



Public Safety Facility Building Committee Regular Meeting

Meeting Minutes

July 15, 2019

Building Comm. Members	Consultants	Guests
<i>Fred Alden, Chief PD</i>		<i>Kathy Panagiotes</i>
Mike Bussell, Chief FD		
<i>Mike Reggio</i>		
<i>Mark Haines</i>		
<i>Matthew Alford</i>		
Non-Voting Members		
Anthony DiLuzio, Colliers		
Adam Dalessio, Colliers		

Attendees are in bold, italic

Item #	Description	Responsibility	Due	Status
<i>mm.dd.yy.##</i>	<i>Owner/Client</i>	<i>Abbreviation</i>	<i>Date</i>	<i>Ongoing/Closed</i>
07.08.19	M. Reggio called the meeting to order on July 08, 2019 at 6:00PM. Committee members in bold italic above were present	<i>Record</i>		<i>Closed</i>
06.17.19.02	Building Committee Minutes Collier's distributed the meeting minutes from 6/17/19 for review and consideration. M Haines motion to accept the minutes as presented, Motion seconded by Chief Alden, hearing no further discussion the motion passed with M. Reggio abstaining.	<i>Record</i>		<i>Closed</i>
05.06.19.03	OPM Contract M. Reggio and R. Hanson met with DiLuzio to review the contract terms and fee associated with the advertised tasks. It was agreed that the phase 1 scope would conclude with the	Colliers	5/20/19	Open

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	<p>preparation of bid documents but not the actual bidding services as was initially described in the RFQ. Both parties agreed to the terms and condition of the Owner-OPM agreement. DiLuzio to edit the phasing and scope to allow for future additional services pending project funding and authorization. DiLuzio to submit edits and work with R. Hanson to complete the contract process. 7/08 DiLuzio to follow up with R. Hanson and K-P Law as to status</p>			
05.06.19.05	<p>Known Consultants, Participants No current consultants. Committee suggested Colliers reach out to the town's "energy" committee as they will like have some review and project considerations. Colliers to communicate and report back. 6/17 No update, push to end of July</p>	Colliers	7/30/19	Open
05.06.19.07	<p>Tours of Other Facilities Hold this until we get further along.</p>			Open
07.08.19.09	<p>Adjournment With no further business to conduct M Haines motioned to adjourn at 7:15PM; seconded by M. Alford, hearing no further discussion the meeting adjourned.</p>	<i>Record</i>		
07.15.19.01	<p><i>Meeting was called to order at 6:00 PM</i> <i>Mike Reggio</i> <i>Mark Haines</i> <i>Chief Fred Alden</i> <i>Matt Alford</i> <i>Chief Mike Bussell- Absent</i> <i>Public- Kathy Panagiotes</i> <i>Reference Checks-</i> <i>Caolo and Bieniek- Very positive reviews all around.</i> <i>Tecton- Good architecture, bad GC in one case; worked through it. Good overall references.</i> <i>HKT- Strong references as architecture firm;</i> <i>Will recommend we schedule all three firms for interviews.</i> <i>Questions to be developed- HVAC; Lock-up and Dispatch (operational efficiency)</i> <i>Suggest we send possible questions around and wordsmith as well as ask Tony if he has any canned questions that have been used in the past.</i> <i>Motion to meet next Monday, 7/22 to do all 3 interviews starting at 6PM. Colliers to coordinate with candidates</i> <i>Public Comment-</i> <i>Keep questions consistent across the 3 candidates to avoid bias.</i></p>			

<u>Item #</u>	<u>Description</u>	<u>Responsibility</u>	<u>Due</u>	<u>Status</u>
	<i>Will post a meeting for Tuesday 7/23 in case we need to deliberate more than we can fit into Monday night. Motion to adjourn, seconded and approved- adjourned at 7:03 pm.</i>			
	Budget			
07.08.19.01	There were no invoices or contracts at this time.			Record
	Designer Selection			
05.06.19.01	Designer Selection process and timing review Colliers reviewed the process and outlined the schedule of posting, qualifications, interview and selection. Colliers will issue a draft RFQ to the committee members before the end of the week. Members can email comments or proposed edits back to DiLuzio with the goal of review and acceptance of those edits at the May 20, meeting. 6/17 Colliers distributed the submissions received from Galante Architectural Studio, Caolo & Bieniek Assoc. DiGiorgio Assoc. Tecton Architects, HKT Architects, and TBA Architects. Colliers distributed and reviewed the Designer Scorecards the Committee members will use in ranking the submission. Colliers will prepare a spreadsheet for documenting the collective scores and final ranking at our next meeting.	<i>Colliers</i>	<i>7/8/19</i>	<i>Open</i>
	Schedule			
05.06.19.01	30 Day look-a-head Committee discussed key dates; 5/20 OPM contract finalized 5/20 RFQ for Designer accepted 5/22 Advertise for Designer RFQ 6/5 Designer Pre-qual Briefing 6/17 Designer Quals Due 6/17 Note Date changes below 7/8 7/4 Short list designers for interview 7/15 Designer Interviews (times TBD)	<i>Info</i>		
07.08.19.01	The committee received 6 qualification submissions for Designer Services. Each member discussed their opinion of the qualification submission as it pertained to the qualification ratings outlined in the RFQ. Qualifications were received from TBA Architects DiGiorgio Associates HKT Architects Tecton Architects Caolo & Bieniek Associates Galante Architecture Studio			

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	Based on the criteria for selection the top 3 candidate are Tecton, Caolo&Bieniek, and HKT. The committee agreed to check references over the next week. M. Alford Motion to conduct references and reconvene on July 15, 2019 to confirm the firms for interviews to be held on July 22, 2019. Motion was seconded by Chief Alden, hearing no further discussion the motion passed unanimously. Colliers to post meetings and agendas for July 15 th and 22 nd .			
Site Investigation Activities				
05.06.19.01	Site Survey Discuss timing and procurement process. Meets, Bounds, Topo, Dig-safe, utilities, set-backs, easements etc. This procurement will occur after the Designer RFQ is out. 6/3 Colliers to prepare draft RFP for Survey services for upcoming meeting.	<i>Colliers</i>	<i>7/1/19</i>	<i>Open</i>
05.06.19.02	Geo-Tech RFP required, study geology, site make-up, water table, ledge, native soils and bearing capacity. Required information for structural design and foundations. This procurement will occur after the designer RFQ is out 6/3 Colliers to prepare draft RFP for Survey services for upcoming meeting.	<i>Colliers</i>	<i>7/1/19</i>	<i>Open</i>
05.06.19.03	Building Haz-Mat. Existing materials at current Fire Station or Police Station Police Station not part of this process. Chief Bussell to review any records available for the FD 6/3 No update	<i>Bussell</i>	<i>5/20/19</i>	<i>Open</i>
Permitting				
05.06.19.01	Planning 2nd & 4th Wednesdays 7:30 PM Colliers to make contact and introductions	<i>Colliers</i>	<i>5/20/19</i>	<i>Open</i>
05.06.19.02	ZBA Hold pending discussion with Planning Bd	<i>Colliers</i>		<i>Open</i>
05.06.19.04	Conservation Commission. 1st & 3rd Wednesdays 7:30 PM conscom@ci.ashby.ma.us Colliers to make contact and introductions	<i>Colliers</i>		<i>Open</i>
05.06.19.04	Energy Efficiency Committee Hold for future conversation.	<i>Record</i>		



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Public Comment				
06.03.19.01	Kathy Panagiotes asked if the committee was to have a representative from the Finance Committee as a member. Committee members had been appointed by the Board of Selectmen and at present does not include Fin Com. M. Reggio indicated that Fin Com members are typically allowed to sit on other boards or committee. Committee members are welcome to attend and comment as residents. <i>6/17 No update at this time.</i>	Info		

Next Meeting

The next meeting will be: **Monday, July 22, 2019, at 6:00PM Ashby Fire Station**

These minutes are intended to reflect the important issues and action items as discussed at the meeting on the referenced date. If there are any discrepancies, please respond by email to Anthony.Diluzio@colliers.com within one week of the publication.