



# Public Works Facility Building Committee

## Meeting Minutes

Montague Town Hall  
One Avenue A, Turners Falls, MA 01376

Tuesday, December 11, 2018 @ 5:00 PM  
2<sup>nd</sup> Floor Meeting Room

**Present:** Pam Hanold, , Ariel Elan, Tom Bergeron (Highway Supt.), Bob Macewicz, Ken Morin, Steven Ellis (Town Administrator), Dave Jensen, Jay DiPucchio, Mark Fairbrother

**Absent:** Jason Burbank, Mark Williams

### AGENDA

1. Meeting Minutes – November 8, 2018 – Motion to accept, second – Vote 3-0 with 2 abstentions. Committee Members Fairbrother and DiPucchio were not present for the vote.
2. Evaluation of Designer RFQ Responses

A copy of Designer Selection procedures adopted by the Town of Montague were made available to the committee at this meeting and will remain part of the job file. A brief presentation was provided on the applicable procedures by Steven Ellis, Town Administrator.

- a. Designer Review Panel (DRP) appointed to perform the first-level evaluation of responses is comprised of those members of PWFBC (“committee”) and Town employees present this evening
- b. The committee spent a considerable amount of time (30-45 minutes) discussing the content of each RFQ, as well as reviewing a summary tabulation of the RFQ’s prepared by CMS (summary of all subconsultants, firm size, number of relevant projects, etc.)
- c. Score Sheet – A score sheet was provided by CMS, which included the following five summary evaluative criteria (summary points of the evaluative criteria (14 criteria) included in the RFQ):
  - i. Relevant Project Experience
  - ii. Evidence of Sustainable / Passive Construction methods utilized on past projects
  - iii. Work Plan / Schedule
  - iv. Committee Input / Ability to work with public committees and agencies
  - v. General project understanding
- d. Each of the RFQ’s were evaluated per the items above, and each subcommittee member assigned a value of up to 5 points to each of the indicated criteria. A maximum of up to

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25 points was available to each RFQ from each committee member completing an evaluation (9 in total). All of the scores for each respondent would be then summed and an overall ranking of the RFQ's reported. A summary of the points received was as follows (out of a total of 225 pts):

- i. Weston & Sampson – 207 pts
  - ii. Helene Karl Architects – 203 pts
  - iii. DiGiorgio Associates – 171 pts
  - iv. Roy Brown Architects – 126 pts
  - v. EDM – 120 pts
  - vi. Austin Design – 111 pts
- e. After deliberation and scoring was completed, a motion was made to extend the selection process with interviews granted to Weston & Sampson, Helene Karl and DiGiorgio. The motion was seconded, and all present were unanimously in favor of proceeding in that manner (DRP vote of 9-0 in favor was recorded).
3. Designer Interviews – Schedule & Format
- a. Suggested Format – 45 Minutes: 10-15 minutes, with 30-35 minutes of Q&A. Questions should be provided to Steven Ellis (TA), similar to that of the OPM process. There were no dissenting opinions provided with regard to proposed format or duration of interviews.
  - b. Thursday, December 20<sup>th</sup> - Interviews will be 4:30PM, 5:30PM and 6:30 PM. CMS will confirm time slot with each of the finalists. It is anticipated that deliberations will be conducted after the conclusion of the final interview.
  - c. Steven Ellis confirmed the recommendation of the committee will be provided to the Select Board at their next meeting.
4. Topics not Anticipated in 48 Hours of Posting – None Heard
5. Next Meeting Date – December 20 @ 4:30 PM
6. Meeting Adjourned – 6:38 PM