

## Minutes

School Building Committee Meeting

Monday 11.7.16 5:30 PM Paul Revere Room, Minuteman High School

**Voting Members Present:** Ford Spalding, Marianne Cooley, David Frizzell, Simon Bunyard, Nawwaf Kaba, Dana Ham, Alice DeLuca, Mike Majors, Peter Sugar, Ed Bouquillon, Kevin Mahoney

**Others Present:** Brian Solywoda, Larry Trim, MaryAnn Williams, Seunghwan Lee, Nicole Green, Matt McLean, Elizabeth Rozan, Don Melanson, Stephen Sullivan

### 1. Call to Order

Ford Called the meeting to order at 5:30 PM.

### 2. Approval of Past Minutes 9.26.16

The following vote was taken:

Moved (Sugar) and seconded (Ham)  
To approve the past minutes of 9.26.16  
Vote: Unanimous

### 3. Approval of Payments

The following votes were taken to approve payments for KBA and Skanska:

Moved (DeLuca) and seconded (Ham)  
To approve the KBA Invoice #1 Oct., 2016, as presented  
Vote: Unanimous

Moved (DeLuca) and seconded (Bouquillon)  
To approve the Skanska Invoice Oct., 2016, as presented  
Vote: Unanimous

### 4. Design and Planning Update

Mary Ann Williams explained that there would be an update in the form of an Architect's Report and a summary presentation of where we are now in the design process. She noted that meetings have been held with the Design Team and Administration every week, and that KBA meets every day. Larry Trim gave the Architect's Report, reviewing activities related to the project schedule, the site design and permitting, and the building design. KBA Project Manager, Seunghwan Lee reviewed the analysis of the current site plan and the design adjustments that have been made as a result of meetings with staff, and site visits. He emphasized the importance of natural light and spatial relationships between areas, as well as cost effectiveness and energy efficiencies. Suggestions were offered regarding corridors and offsets.

## **5. Review of RFQs and Subcommittee Report**

Mary Ann Williams summarized the status of the RFQ process and the result of the November 3, 2016 meeting with the CM Selection Subcommittee, indicating that of the 9 firms that had submitted, 1 was found to be not qualified, and the remaining 8 were qualified to receive the RFP. To questions she explained the experience that was lacking to make the one firm not qualified, and it was pointed out that the experience was not noted on one of the 8 firms. She agreed to amend the form.

## **6. Vote on recommendation of Short List of Firms to Receive the RFP**

She then explained that with the approval of the School Building Committee, she would be sending the RFPs out to these 8 qualified firm, as well as notification to the non-qualified firm. She extended thanks to Dana Ham for his input on developing the Interview Questions that will be used during the interviews. She noted that the RFP packages will be ready for pick-up on November 29, after 2:00 pm. The Interview Meeting is scheduled for Saturday December 10, 2016 from 7:00 am to 7:00 pm. She explained the expectations and what she will be looking for from the firms in terms of schedule, budget, the team and their qualifications, and consistency in the submitted proposals. She explained that each firm will be given an opportunity to show why they are the right firm for the job instead of their competition. With technical and financial details addressed, it will boil down to the right fit for this project. Concern was raised about allowing sufficient time for each firm to present, as well as sufficient time for the Selection Subcommittee to debrief and process adequately, to minimize potential bias. Mary Ann indicated that the firms will be evaluated and scoring will be done as the presentations are in process, and deliberations will occur after all interviews are complete with a final ranking at the end of interviews. The interview schedule will allow for 15 minutes in between so that the selection committee has time to complete each evaluation as they go. She will look at adjusting the schedule to factor in the concerns expressed.

The following vote was taken:

Moved (Bouquillon) and seconded (DeLuca)

To approve the CM at Risk Selection Subcommittee's recommendation that the 8 qualified firms listed on the Short List receive the RFP

Vote: Unanimous

## **7. Adjournment**

Ford reviewed the calendar of upcoming meetings, and upon request, the time for the meetings was changed to 5:00 pm. He noted that the schedule for 2017 meetings will be forthcoming, but he anticipates they will be scheduled for every other Monday at 5:00 pm. The meeting was adjourned at 6:15 PM.

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Elizabeth Rozan, Recorder