

Greater Fall River Vocational School District
Pre-Qualification Committee Minutes
251 Stonehaven Road, Fall River, MA 02723
September 18, 2023

The meeting started at 1:00 p.m. with the following persons in attendance: Tim Alix, Brian Bentley, Gregory Joynt, and Paul Kitchen

Also in attendance were: Kristen Hodges, Jeff Martin and Helena Neves

Mr. Alix began the meeting by providing a brief overview of the prequalification process. The idea behind the process was to allow Districts/Project Owners to have a say on who was allowed to bid on projects. DCAMM provides a defined process that qualifies firms that can do the work but the scoring used makes it quite easy to qualify.

Mr. Joynt asked if a chair of the committee needed to be elected prior to proceeding. Mr. Alix stated in the affirmative and asked for nominations for a committee chair. Mr. Bentley nominated Mr. Kitchen. Mr. Joynt seconded the nomination.

It was moved by Mr. Bentley, seconded by Mr. Joynt and voted unanimously on a roll call to appoint Mr. Kitchen as the Chair of the Pre-Qualification Committee.

Motion:Mr. Bentley	Mr. Alix	YES
Second:Mr. Joynt	Mr. Bentley	YES
	Mr. Joynt	YES
	Mr. Kitchen	Abstained

Mr. Kitchen deferred to Mr. Alix to continue the overview of the prequalification process. Mr. Alix stated that through the prequalification process only filed sub-bidders will be qualified. The RFQ was issued and reviewed and only contractors that are deemed prequalified are allowed to bid on the project.

Mr. Alix stated that there were a couple of RFQ's that came in late. Colliers reached out to the Attorney General and they ruled that there was no advantage by submitting it late and the requirement can be waived. Mr. Alix asked if the Committee would waive the requirement. The prequalification packets that were received late were not opened until a response from the Attorney General's office was received.

It was moved by Mr. Bentley, seconded by Mr. Kitchen and voted unanimously on a roll call to waive the requirement as it pertains to the prequalification.

Motion:Mr. Bentley	Mr. Alix	YES
Second:Mr. Kitchen	Mr. Bentley	YES
	Mr. Joynt	YES
	Mr. Kitchen	YES

Mr. Alix provided a summary of the Statement of Qualifications and Ratings. He explained the requirements needed to pass each section. The first section requires a minimum of 25 points, the second section requires a minimum of 15 points, the third section requires a minimum of 10 points, and the fourth section is a mandatory pass. Each section needs to be passed or a minimum of 70 points needs to be acquired in order to be prequalified.

Mr. Alix provided an overview of each category. Some clerical errors were corrected. Mr. Bentley asked if two of a firm's references failed how it weighs in on the total score. Mr. Alix stated that it's not unusual to have a job that doesn't provide a good reference. If a firm has multiple negative references it would impact their ability to pass the prequalification process. There is ability in the scoring to adjust the weight given to questions based on the need of the project. Mr. Alix provided the example of the questions "public project record" vs "reference for previous work". It was more critical to have references on how a firm performs on the work they are actually doing therefore it was weighted more heavily.

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Mr. Alix provided an overview of each of the sub-trades and answered questions. Mr. Alix stated that Colliers, KBA and Suffolk have worked with most of the firms with success. A couple of the firms did not provide financial information and there are a couple that some of the references have not been received. Mr. Alix stated that he will be reaching out to those companies to get the missing information.

Mr. Kitchen asked if Mr. Alix needed a vote of approval by category. Mr. Alix stated that a vote can be taken at the end of the overview.

All the other sub-trades had a good turn out and the companies that submitted packages are well established and based on the information received are financially stable. Alpha Contracting under the painting category was the only firm that didn't meet the standards to qualify. Color Concepts is missing the financial information but there will be a follow up. Mr. Joynt stated that it's important to make sure firms are financially stable and getting the missing financials is crucial.

Mr. Alix stated that only one package was received for elevators. The Attorney General asks to go out and advertise again and if no other firms submit a package to assign it to the CM to go out to bid.

Mr. Alix asked if there were any questions. Mr. Kitchen identified the firms that need further follow up due to missing references or financial information as Thompson Waterproofing, Silktown Roofing, Inc., CJM Services, Inc., and Bello Painting, Inc. Alpha Contracting Associates, Inc. did not meet the standards to qualify.

It was moved by Mr. Bentley, seconded by Mr. Joynt and voted unanimously on a roll call to prequalify with the exception of the four companies listed above that require additional information and the company that did not qualify, the remainder of subcontractors as presented.

Motion:Mr. Bentley	Mr. Alix	YES
Second:Mr. Joynt	Mr. Bentley	YES
	Mr. Joynt	YES
	Mr. Kitchen	YES

Mr. Alix stated that the next step is to reach out to the companies to get the missing references and financial information and to notify all the other firms of their prequalification. Mr. Alix further stated that he will work with Suffolk on potential bid timing for the sub-trades.

A short meeting will be scheduled to review the additional information received.

It was moved by Mr. Bentley, seconded by Mr. Joynt and voted unanimously on a roll call to adjourn the meeting at 1:37 PM.

Motion:Mr. Bentley	Mr. Alix	YES
Second:Mr. Joynt	Mr. Bentley	YES
	Mr. Joynt	YES
	Mr. Kitchen	YES

Respectfully submitted,
Helena S. Neves
Helena S. Neves, Executive Secretary

Materials:
Statement of Qualifications and Ratings