

Approved June 26, 2013

Taft Library Building Committee Meeting
Taft Public Library
Mendon, MA 01756
Thursday, June 6, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Susan Darnell, Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Moritz Schmid, Jay Washburn

I. Call to Order

The meeting was called to order by Joe Cronin at 7:05 p.m.

II. Approval of Agenda

MOTION: On a motion from Dan Labastie, seconded by Jay Washburn, to approve the agenda. No further discussion.

VOTED: Unanimous.

III. Approval of Minutes

MOTION: On a motion from Dan Labastie, seconded by Paul Fitzgerald, to approve the meeting minutes from May 30, 2013. No further discussion.

VOTED: Unanimous.

IV. Review Rating Form for Bidders for OPM Services

Don shared the summary of scores that he compiled from the committee scoring sheets for the OPM. The summary is as follows:

	SCORING					RELATIVE RANK				
	P3	DDC	ACM	LPA	BTA	P3	DDC	ACM	LPA	BTA
Amy	118	35	103	118	86	1.5	5	3	1.5	4
Chuck	111	69	117	122	93	3	5	2	1	4
Dan	116	96	119	107	86	2	4	1	3	5
Don	110	66	118	115	79	3	5	1	2	4
Jay	101	50	92	90	77	1	5	2	3	4
Joe	86	60	98	122	55	3	4	2	1	5
Kevin										
Moritz	101	77	98	105	73	2	4	3	1	5
Paul	106	60	101	106	39	1.5	4	3	1.5	5
Susan	110	32	102	116	86	2	5	3	1	4
	106.56	60.56	105.33	111.22	74.89	2.11	4.56	2.22	1.67	4.44
	Number of first place votes:					2	0	2	5	0

As the summary indicates, the highest scoring bidder for the OPM services was Lamoureux Pagano & Associates, Inc. (LPA). They had the highest score of all five firms on six of the nine scoring sheets, (although two of the six were tied for first with Project Planning Professionals.) Project Planning Professionals (P3) and Atlantic Construction and Management, Inc. (ACM) were second and third, both very close in scoring. Brett Thibault Architect (BTA) and Dennis DiGiando Corporation (DDC) finished fourth and fifth of the five bidders.

MOTION: On a motion from Jay Washburn, seconded by Chuck Noel, to short list the top three firms: LPA, P3 and ACM and to drop the lowest two (BTA and DDC). No further discussion.

VOTED: Unanimous.

V. Discuss process for Reference Checks

Joe suggested that we select references from those projects that were similar in scope and size to the work that we need to perform, i.e. a renovation project in the \$1.5 - \$2.0 million range. The group then brainstormed questions to ask in addition to the ones that Amy supplied at the prior meeting. The questions included the following:

Amy's questions:

- Communication (with Owner, Designer GC, local authorities)
- Knowledge of public construction (bidding/awarding)
- Knowledge of MA building codes
- Design input (life cycle cost analysis; grant applications)
- Project mgt skills (reporting, cost control, schedule mgt)
- Would you hire this firm again?

The Committee added the following:

- What kind of contract was in place?
- What was the overall budget?
- Did the project come in on budget? On time?
- NOTE: We can calculate the % of project that OPM was paid based on above info.
- Attendance at job site meetings
- Value Engineering
- What project planning tools were used?
- What impressed you about their work?
- Is there anything they could have done better or that you would have liked that they change?

Moritz suggested that we have three Committee members interview one reference from each of the top three bidders from our short list. Paul, Amy and Jay volunteered to perform the interviews for the Committee. The group began to review the references listed in the bidders' submissions. From LPA, it was agreed that Amy would contact the Town of Holden, Jay would contact the Town of Petersham and Paul would contact the Town of Sturbridge.

As the group began reviewing the references for ACM, some concerns were raised about both the second and third place bidders, ACM and P3. It was difficult to find references in ACM's proposal where comparable work was performed. Another voiced concern about P3 being located on the South Shore. Joe and Susan mentioned how impressed they were with how highly prepared Mary Bulso from LPA was when she came to the site visit. She had read all the minutes and the Decision Action Log, reviewed all the plans from DRA, and was familiar with all the information on the Taft Library website regarding the project. She was even a visitor to the existing Taft Public Library. Since LPA was the clear top choice among the group, the notion was raised that we should simply check references of our top scorer, and then to interview them for the position and only go back to our second and third choices if we are unable to secure a contract with our top choice. The group liked this suggestion.

MOTION: On a motion from Moritz Schmid, seconded by Susan Darnell, to check references, interview, and try to reach a contract agreement with our top choice on our short list of three: LPA. The Committee will fall back onto the second and third choices (ACM and P3) if we are unable to reach an agreement with LPA. No further discussion.

VOTED: Unanimous.

Joe stated that he would inform Diane Willoughby of the Committee's decision and will craft a statement for Diane to share with the bidders. It will consist of something like the following: "The Taft Library Building Committee has completed its short listing of three responders to its Request for Services for an Owner's Project Manager. The committee is currently planning to interview its top choice. Pending approval by the Mendon Board of Selectmen, the Town of Mendon hopes to complete contract negotiations with the selected firm."

ACTION: Joe will contact Diane Willoughby to request that LPA be invited to an interview on June 18th at 7:30pm at the Mendon Town Hall. He will also provide Diane with a statement to send to the other four firms regarding the status of the OPM selection process.

VI. Discuss Interview Questions and Interview Schedule

Joe suggested that we target June 18th for the interview, with a duration of ~45 minutes. The Committee can post for 7pm and have the OPM candidate arrive at 7:30pm. The group then brainstormed a list of questions for the candidate. They consisted of the following:

What challenges do you anticipate with this renovation project?

Do you understand that we only have \$31.4K for the OPM work?

Tell us about your work experience with libraries.

Tell us about your OPM experiences.

What resources can you draw upon within LPA without increasing the OPM stipend?

Validate that LPA included all information from the RFS. If anything was left out, inquire about it during the interview.

What type of communication can we expect? What type of reports?

Describe a time when you hit a major obstacle during a project and what you did to resolve the issue.

VII. Review Decision Action Log

Don reviewed the open items from the Decision Action Log as follows:

#3 – Review Mass Building Code req'ts to understand impact from going from a church (A4) to a library (A3). – This item is on hold for further review when we have an architect on board.

#18 – Obtain copies of the septic system plans and the well water specifications from the Board of Health – Kevin Rudden was not present but he has the septic system plans and will bring them to the next meeting.

#19 – Follow up on available shelving at UMass Dartmouth – Lawney Tinio has the shelving in his possession and it currently sits in two trailers, one at 8 Morrison Drive and one at the Tinio lot in Bellingham. It is not clear when they will be unloaded and stored at the old fire station.

#32 – Send updated rating sheet with appropriate weights to the full Committee after the May 30th meeting. – Don did this as requested. CLOSED

#33 – Send completed score sheets to Don prior to the June 6 meeting. – Nine of the ten Committee members were able to complete the scoring on time. CLOSED

#34 – Take some shelving from Morrison Drive to the future site of the library to set it up and learn how it fits together. – Joe, Paul and Moritz took some pieces to 29 North Avenue on June 5th to put them together and understand how much will be needed and where it can be used. Unfortunately, they didn't have all the right pieces, so they will meet again on June 11th at 6:30pm at Morrison Drive to get more shelving pieces and to do more work.

VIII. Items not reasonably anticipated 48 hours prior to meeting

Joe mentioned that he had done some research on ADA requirements, and that library shelving must have 42 inch aisles between them and 48 inches at the end for wheel chair turning radius. Joe will ask Kevin to look into ADA requirements for report out at a future meeting.

ACTION: Joe will ask Kevin to look into ADA requirements for public libraries in order to educate the Committee.

Susan mentioned that Judy Leonelli donated her real estate commission for the sale of the church (\$3000) to the project. She asked Don to add it to our volunteer donation tracking sheet. The Friends of the Taft Public Library has accepted the check and will hold it until it is needed for the project. The Friends will also send a thank you letter to Judy. Don was asked to have the donation sheet posted to the library website, which he agreed to have done.

ACTION: Don will add Judy Leonelli's name to the volunteer donation tracking sheet and will work with Andrew and or Bill McHenry to have the list posted to the renovation website.

IX. NEXT MEETING

The next meeting will be on June 18th at 7pm. Don will confirm that the Town Hall is available. The agenda will include an update on the OPM reference checks, a review of the Decision Action Log and approval of meeting minutes from June 6th. The committee will then conduct an interview with the OPM starting at 7:30pm. Depending on how the reference checks go, Amy, Jay and Paul will need to come prepared to follow up on any questions that may have been raised as a result of the reference checks.

X. ADJOURNMENT

MOTION: On a motion from Moritz Schmid, seconded by Jay Washburn to adjourn.
No further discussion
VOTED: Unanimous.

Meeting adjourned at 8:41 p.m.

Minutes by Don Morin