

Approved August 14, 2013

Taft Library Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Wednesday, July 31, 2013
7:00 p.m.

Committee Members Present:

Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin, Chuck Noel, Kevin Rudden, Jay Washburn

Others Present:

Andrew Jenrich, Library Director

I. Call to Order

The meeting was called to order by Paul Fitzgerald at 7:04 p.m.

II. Approval of Agenda

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

VOTED: Unanimous.

III. Approval of Meeting Minutes – July 2, 2013

MOTION: On a motion from Kevin Rudden, seconded by Dan Labastie, to approve the meeting minutes from July 2, 2013. No further discussion.

VOTED: Unanimous.

IV. Review RFP for Designer Services

The Committee reviewed the draft RFP for Designer Services created by Joe Cronin. Amy Fahey shared another RFP from the Town of Weston as a reference. The group felt that the format of the document from the Town of Weston was preferred over the format in our draft version of the document. Amy also highlighted a few items from the Weston document that we should consider adding to our draft.

The Committee did an in depth review of the draft document and highlighted some discrepancies with the terminology used to refer to the Town, the Committee and the Design Firm. Don agreed to do a global search and replace to remove references to “owner” and “awarding authority” and replace it with the “Town”. Similarly, references to “designer” will be replaced with “design firm”.

Don noted that the Certificate of Vote form was included in the back of the document but there was no reference in the document to have the bids include this form. Don will update the document to specify this. Don also noted that several references to the OPM should be replaced with the “design firm” in the document.

Amy suggested that the verbiage “alternative energy methodology” be replaced with “green building and energy/water efficiency components”. Don highlighted a few references to the Taft Library Trustees that should be replaced with the appropriate group responsible for the task described: the Committee, the BOS, or the Town, depending on the item.

Don mentioned that a reference to Attachment A was made in section V but that there was no attachment. Paul agreed to create such an attachment, which would be a Payment Schedule/Cash Flow Summary. At the same time, he suggested we add an attachment B, which would outline a fee breakdown sheet for the project. Finally, Paul also suggested we add specific review phases to the document so it is clear that the Committee will review design proposals at certain phases, like 30%, 70%, 90%, etc. He will work with the OPM on this as we revise the proposal.

It was mentioned that no provisions for using email were outlined in the section regarding questions, addendum or proposal modifications. The group thought that email was a reasonable means of communication, and verbiage will be added similar to what was included in the OPM RFS.

In the evaluation of proposals section, it states that the final selection will be made by the Library Trustees. This will be changed to the BOS. Also, in the statement regarding the final decision not being subject to appeal, the Library Committee isn’t responsible for this, and the verbiage will be replaced with the Town.

Don agreed to fix some typos that were identified by the Committee in the document.

It was suggested that we provide our OPM with both our draft document and the one from the Town of Weston and ask if they can compare and contrast the two and recommend one final revision for posting. Paul will be in contact with Mary Bulso from Lamoureux – Pagano to request this support.

MOTION: On a motion from Kevin Rudden, seconded by Dan Labastie, to allow Don to update the RFS for Designer Services per the inputs provided at the meeting and to provide it to Paul for submission to the OPM for review, along with the document from the Town of Weston. No further discussion.

VOTED: Unanimous.

ACTION: Don to update the RFS for Designer Services and to provide it to Paul for submission to the OPM for review, along with the document from the Town of Weston.

V. Review Open Actions on 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.

#19 – Follow up on available shelving at UMass Dartmouth – Lawney Tinio has the shelving in his possession and it currently sits in trailers at 8 Morrison Drive and at

the Tinio lot in Bellingham. The shelving needs to be removed from the trailers. Paul will work with Moritz to determine if the shelving is useful to the project (see item #34 below). Pending the outcome of that action, decision will be made whether to store shelving in the garage behind the old rectory at the project site or recommend that the material be scrapped.

#34 – Take some shelving from Morrison Drive to the future site of the library to set it up and learn how it fits together. – Paul, Joe and Moritz tried to put the shelving together but there are many pieces, including buckets of bolts and nuts. They were not able to figure out how to assemble the shelves. Moritz will be checking with Consigli and U Mass Dartmouth to try to find someone who knows how to put the shelving together. He will also try to identify the manufacturer to try to get assembly instructions. If we are unable to determine how to assemble the shelving, we may have to recommend to Selectman Tinio that we are not interested in using the material. The group hopes to decide on this at the next meeting.

#38 - All members of the Building Committee need to get sworn in for the new fiscal year beginning July 1, 2013. – All members have been sworn in for FY 2014. CLOSED.

#39 - Arrange to meet with BOS on 7/15 to recommend going into negotiations with LPA for OPM services. - Paul, Susan and Don met with BOS on 7/15 to recommend that the Town negotiate with LPA for OPM services. Contract negotiations are nearly complete at this time. CLOSED.

#40 - Request OPM for a plan on how they can assist with the process of selecting an architect. - Paul will contact Mary Bulso from LPA to inquire about support for completing the RFP for Designer Services.

VI. Items not reasonably anticipated 48 hours prior to meeting

Kevin suggested that since the rectory was over 50 years old it was eligible for CPA funding for renovations. He offered to put together a request to meet with the CPC to discuss opportunities for CPA funding in the near future, perhaps in the September timeframe. Kevin will bring a proposal to the next meeting.

ACTION: Kevin to put together a request to meet with the CPC to discuss opportunities for CPA funding in the near future, perhaps in the September timeframe, and bring a proposal to the next meeting.

Don informed the committee that the OPM contract is nearly complete. Legal Counsel for the Town and for LPA have agreed on all but one remaining item regarding insurance coverage and binders. Once that is resolved, the contract will be signed and approved.

Don also informed the committee that P3 Project Planning Professionals, one of the bidders for the OPM contract that didn't get selected has requested a meeting "to review the other proposals for this position to compare and contrast to see what areas [they] can improve on for future project proposals". Town Counsel reviewed this request and recommended that the Committee honor this request but that it first must redact from the proposals any social security numbers, driver's license

numbers and bank and financial account numbers prior to reviewing the hard copy documents with P3. Kevin agreed to redact this information from the competing proposals and will bring the updated documents to the next meeting for a secondary review prior to sharing with P3. Don will let Diane Willoughby know that we will have the documents ready for P3 to review after our next meeting, which will be scheduled for August 14th.

ACTION: Kevin to redact social security numbers, driver's license numbers, and bank/financial account numbers from the written proposals for future review by P3 Project Planning Professionals.

ACTION: Don will let Diane Willoughby know that we will have the documents ready for P3 to review after our next meeting, which will be scheduled for August 14th.

VII. NEXT MEETING

The next meeting will be on August 14th at 7pm in the upper Town Hall. The agenda will include approval of meeting minutes from July 31st, a review of the Decision Action Log, a discussion with the OPM about the RFP for Designer Services, a review of the redacted proposals for review by P3, a decision on how to proceed with the donated shelving and a review of a proposal to meet with the CPC to discuss possible use of CPA funds for renovation of the rectory.

VIII. ADJOURNMENT

MOTION: On a motion from Paul Fitzgerald, seconded by Chuck Noel to adjourn.
No further discussion

VOTED: Unanimous.

Meeting adjourned at 8:15 p.m.

Minutes by Don Morin