



**MEETING MINUTES  
Public Building Commission  
Tuesday, January 30, 2018  
Board of Selectman Hearing Room  
6:30 pm**

**Committee Members Present;** Carl Campagna; Larry Guilmette; Stephen Shea; Stephanie Holland, John Miller, Linda Hayes

**Also in Attendance:** Kevin Kelly, Facilities; Nancy Holt, Finance Director

**Committee Members Absent:** Ed DiSalvio, Chairperson

**Al Bangert was not in attendance**

The Meeting was called to order at 6:37 pm by Carl Campagna

**John Miller made a motion to approved the revised agenda, which provided updated times for the companies to present, seconded by Larry Guilmette; Unanimous Vote (6-0)**

**NEW BUSINESS**

**Interview process for the Senior Center**

The first company scheduled to present was P3, however they did not show up at their allotted time. After waiting for approximately 15 minutes, it was confirmed that Al Bangert sent them an invitation on January 17, 2018 to the following email address: [dpallotta@p-threeinc.com](mailto:dpallotta@p-threeinc.com). The company was then called, and they said they had not received the email. It was verified that the email address was correct.

**Stephanie Holland made a motion to have ACG present early, seconded by Carl Campagna; Unanimous Vote (6-0)**

**Architectural Consulting Group (ACG) presented (Michael Josefek)**

- The presentation included interviews from clients
- They commit to working with the clients from the beginning of the project to the end
- Offer Architect RFQ
- Plan and Spec Review, keep change orders at a minimum
- Estimating and Cost Analysis, stay on budget
- Training program and continuing education for all employees

- eBidding or paper bidding available, provide accurate records
- Great Communication, drop box available, one email address for the entire company, minute by minute or day by day updates, minutes of meeting taken and posted
- All documents are posted and logged.
- Change order review on every change order
- Ensure proper payments
- Database that allow for queries, summaries, reports and photographs
- Help solicit 3<sup>rd</sup> parties

### **The presentation was followed by brief Question and Answer Session**

- Carl asked if each project is different, how they approach budgets once established. Michael said that the nuts and bolts is the construction process, this is where items can cost more money, wall structures, finishes, or steel for example. The company will do an analysis to see what would work best and makes the most sense for the budget.
- Stephen asked about the size of the company and in-source percentage? 100% in-source and based out of New Bedford, 12 employees may be up to 18 by the summer mostly clerks.
- Carl asked if they could staff the project? Yes
- Carl said we meet at night, could they attend? Yes
- Carl asked how their success rate was for projects to stay within budget? We make sure the architect designs to the budget, check points and fine tuning along the way to ensure the architect stays on track. We always come in on or under budget.
- Larry asked about an in-house estimator, if used as part of your contract? Use in-house mostly as a tool.
- Stephen asked do you do specification reports? We do not; we just review to find problems.
- Carl asked for an example of value engineering? On a project in Westport there was a high water table, the engineers designed a pump to keep water table down, but we wanted to find a gravity solution instead. The engineer said no, but we worked it out on paper and got the State to approve our plan. This solution saved money and avoided the pump completely which would constantly be going on and off, could possibly fail and consumes electricity.
- Larry asked about LEED eligible projects they could have been involved with? None was the answer provided
- Linda asked if there was a particular senior center project he could talk about, He offered East Bridgewater as a good example, said it was similar to a library feel.
- Stephen asked about their safety record? We never had anyone get hurt. Follow OSHA regulations. Make sure our employees ask questions if they see someone not following the safety regulations.
- John Miller asked if they had been to the site? No, just looked on Google Earth. Will go to site if we get selected

### **Commission Debrief:**

Stephanie and Larry had concerns that the staff and the size of the company was too small. Stephanie thinks they might be too budget focused.

Larry thought that since they were so motivated to stay within budget that the architect and OPM

could be at odds at times during the project, although he did like the work ethic and the hands on approach.

Stephen thought they were weak on mechanical and plumbing and the technical aspects of the project.

The Commission did not like the answer to the Safety question.

Linda said she wanted more specific details on projects.

They thought it was interesting that only Michael Josefek spoke but the other two people did not add anything to the presentation.

**Stephanie asked Nancy if any of the companies being interviewed were missing paperwork in their original bid and Nancy said it was not one of the 4 companies that were invited back.**

**Vertex Presented (Steve Theran and Steven Kirby)**

- Showed pictures of present projects
- Accredited employees
- Founded in 1985
- Employee owned company
- Have experience consulting on projects that have gone wrong
- Project Organization: Jon Lemieux would be the Project Director and Steve Kirby would be Project Manager
- More than just an OPM, experience with hazardous material and structural engineering
- Project is always covered, many OPMs in organization
- Showed examples of completed senior centers in Franklin and Harvard, MA and Burlington Town Offices and Scituate Public Safety Complex
- Provides Schematic Design, which shows if in line with budget and possibility of expansion
- Designer Procurement, will look for designers with Senior Center experience
- Place holders for numerous hard and soft cost budget items
- Design Development, estimates become more defined and concepts transform into hard details
- Constructability, ability to put “contractor’s hat” on
- Construction Documents and Bidding
- Ensure construction is being done properly, attend meetings, monitor schedule, review requisition and change orders and punch list completion
- We are eyes, ears and sometimes mouth, keep stakeholders informed --Walk-through or tours for stakeholders are offered during project
- Management approach, focus on design coordination, cost analysis and constructability reviews
- Ability to prioritize needs over wants.
- Responsive, large firm with depth of resources

**The presentation was followed by brief Question and Answer Session:**

- Stephen asked about budget development, can you run through estimate phase? We do not do estimating in-house it is done by a third party. In-house checks and balances, they said

- second estimate would be done and then do a reconciliation to see if anything is missing.
- Larry asked about local office with respect the percentages of the 3 major areas OPM, environment and technical engineering. Environment is a larger category with subcategories and same for construction: 55% for environment and 45% for construction which includes OPM.
  - Carl asked with size of present work load could they take this project on? Steve Kirby said there would be no problem.
  - Carl asked if they would be able to attend meetings at night, Steve Kirby said yes
  - Stephen asked if they offer specification reports and reviews. Steve Kirby said yes they have an in-house person (Terry)
  - Stephen asked about energy efficiency experience, Steve Kirby said Terry has more heating experience
  - Carl asked for an example of where they saved the client money, Steve Theran talked about the spoils that were unsuitable for the Public Safety Building that were supposed to be hauled offsite for a cost, and instead they kept them onsite and created the berms.
  - Stephen asked how safety was managed, Steve Kirby said contractors have to submit a safety plan, and they have an OSHA accredited trainer onsite. They are aware that contractors do not always police themselves so they take notes if they witness unsafe practices.
  - Linda wanted to know if they saw the feasibility study and site. Steve Kirby said yes.

There was no discussion from the Commission after the presentation

#### **NV5 Presented (Steve Moore, Melissa Gagnon and Rob Griffin)**

- Managing a successful project is our goal
- We don't just represent the owner --we are the owner
- Out test is always, is it good for the project?
- VJ Associates would be the Cost Estimator (3<sup>rd</sup> party)
- Rob Griffin would oversee and direct the project and be the main point of contact
- High quality communication
- Will work with architect and council of aging
- Oversee design work
- Help with permitting efforts
- Maintain schedule
- Will produce and manage budget, cost controls and reporting
- Offers Site Analysis (Matrix)
- Quality Control, review plans and specs for cost effectiveness, constructability and consistency
- Owner Progress Reporting and Meeting Coordination
- Meetings and Document Control which includes meeting notes
- Provide Communication and Community Outreach
- Quality Management/site representation, project liaison from design to construction through punch list; look at site representative as a good will ambassador

- Over 30 years of experience, 21 professionals, local firm

**The presentation was followed by brief Question and Answer Session:**

- Carl asked with current workload, could they take this project on? Steve has taken into consideration that this project would start soon and they have their schedules ready. The present team has jobs coming to an end.
- Carl asked if they could meet at night, Steve said they are very flexible. Night is actually better for them.
- Carl asked for a value engineering example? They gave an example of UMass Boston who wanted to paint a bike path and they wanted to paint it green which was very expensive; by changing the paint color it saved a lot of money. The company gave a few smaller examples of switching out a brick veneer and floor finishes, they added that you have to keep quality.
- Stephen asked about the efficiency tools they developed? Melissa said an example would be the meeting matrix and the options matrix, budget system/chart and their website
- Stephen asked what the process of looking at specs was? Steven said they have 22 professionals that they can reach out too
- Linda asked about other Senior Centers they worked on, Steve said Groton was the first one they worked on. Rob Griffin said he had a lot of experience with assisted living centers, which he felt were similar.

Steve from NV5 asked the Commission if their plan was to go to Town Meeting in the fall to get funding? Nancy said that was a reasonable assumption. Steve further inquired if they were getting contractor pricing first? Carl said we are not that far along in the project, but we have done that in the past and would consider it.

**Commission Debrief:**

Carl liked how they mentioned the site location

Larry liked that they brought their whole team.

The Commission liked their overall presentation.

Having a PE on site is a great credential Larry thought.

Linda had reservations about the lack of experience in building Senior Centers, but Larry said they are not designing it.

Stephanie wondered if having an architect as an on-site person would be a problem, but Larry thought his background would be a good asset because he understands architects.

Stephanie was concerned that they do a lot of work with 3<sup>rd</sup> parties.

The Commission said they were pleased with Vertex. They manage the project from start to end. However, Vertex had 2 renovation project and only one ground up project.

Kevin Kelly asked about P3 not showing, Larry said we could make a provisional vote since they did not show up. However, Larry said he re-read their proposal and found some inconsistencies. The Commission thought that P3 probably would not have been one of their top two choices.

**The Commission voted on their first and second choice for OPM:**

Jon Miller - Vertex: 1 NV5: 2

Stephanie – Vertex: 1 NV5: 2

Carl - NV5: 1 Vertex: 2

Stephen – Vertex: 1 NV5: 2

Larry - NV5: 1 Vertex 2

Linda - Vertex 1 and NV5 2

**Vertex: #1**

**NV5: #2**

**There being no other business a motion to adorn the meeting at 9:39 PM was made by Stephanie Holland; seconded by John Miller; Unanimous Vote (6-0)**

**Next Meeting February 20, 2018**

Respectfully Submitted,  
Lianne Cataldo (Recording Secretary)

**Outstanding Items:**

- None

**List of Documents for January 30, 2018 Public Building Commission's Meeting**

- PBC Agenda
- ACG Presentation
- Vertex Presentation
- NV5 Presentation