

School Building Advisory Committee

June 25, 2014

Hartwell Multipurpose Room

Present: Doug Adams (late arrival), Ken Bassett, Owen Beenhouwer, Vin Cannistraro, Tim Christenfeld, Buck Creel, Steven Perlmutter, Peter Sugar, Gary Taylor

Absent: Becky McFall, Maggy Pietropaolo, Hathaway Russell

1. The meeting was temporarily chaired at the beginning by Buck Creel, because of Doug Adams' late arrival due to his travel.
2. The minutes of 17 June 2014 were moved, seconded and approved with minor modifications.
3. Buck then explained the selection process the sub-committee (Doug Adams, Owen Beenhouwer, Vin Cannistraro, Peter Sugar, Gary Taylor) went through to arrive at their final recommendation. After wrestling with the number of finalists the committee intended to interview, and including a potential outlier, they selected the following four (in alphabetical order; it shall be noted that all four have considerable experience in the process of dealing with communities, as well as working with projects requiring extensive renovations and updates):
 - a. Design Partnership of Cambridge
 - b. Dore & Whittier Architects
 - c. HMFH Architects
 - d. Schwartz/Silver Architects
4. A motion was made by Tim Christenfeld and seconded by Vinnie Cannistraro to approve the selection of the subcommittee and submit the recommendation to the School Committee. It carried unanimously.
5. The committee discussed the reference check to be conducted on the four firms. After some discussion, it was agreed that this can be going on, even before the interviews, because the overall time schedule is very tight. Points raised were the need to check more than just one or two references and pose the questions in a way to be able to understand how the firm has performed in the past and what if any shortcomings were apparent in their performance. Questions should also be asked as to the process the firm followed and the role they played in the process. The check should be consistent; any missing information which may surface during the interviews can be re-checked with the particular reference.
6. A motion was made by Ken and seconded by Vinnie to approve the procedures as discussed in 5. above. The motion carried, all approving, with one opposed
7. Cost estimating is also a critical aspect of a team. Thus during the interviews it needs to be emphasized that the particular estimator should have ample experience in the

Approved 7/1/14

conceptual phase estimating rather than just being able to base the estimate on quantities, which would not be known adequately during this phase.

8. The briefing of the four firms will take place on June 27. The RFQ issued was reviewed again to ensure that the firms' proposals elaborate on the main points (see paras. 2.a., b. and c. on page 8 of the RFQ) – this needs to be emphasized during the briefing. One issue will be their putting forth a time line to show how they intend to assign/weight their effort on the various required tasks. Also to be addressed is their plan for community outreach, which is critical in Lincoln.
9. The interviews: these will be held on the evenings of July 14 and 15. Each firm will be asked to limit the number of their people at the interview to four. Each firm will be allowed 45 minutes, with no more than 10 minutes devoted to their presentation, and the rest of the time reserved to questioning. Answers need to be limited to 3 minutes each. The committee will review the questions – a suggestion/basis will be circulated by Buck. The same questions will be asked of all firms, addressed by various members of the committee. Two firms will be interviewed on each of the nights, starting at 7:00 PM. The committee will caucus on the second night after the completion of the last interview and make their final selection. Negotiations will be started with the top firm as to their contract and fee; if no agreement can be reached, the negotiation will move to the next firm.
10. The agenda for the next (July 1) meeting will be a discussion on the interview questions, as well as on the components which the committee is looking at for the estimate.
11. The meeting adjourned at 8:45 PM after a motion was made, seconded and approved.

Respectfully submitted,

Peter Sugar