

Senior Center Building Committee Meeting Minutes
September 11, 2023

In Attendance: Duane Mosier, Rita Vail, Bobbi Grant, John Matthews, Carol Keeney, Gary Weiner, Mike Fedora, Becky Moriarty (ex-officio), John Flynn (ex-officio)

Guests: Mike Doran, Tina Doran, Arne Arneson

Meeting called to order by the Chair at 3:01PM

Three application RFQs were received. Thanks to the BOS office for receiving the applications. A tally sheet/evaluation was distributed to the group.

Gary will lead the discussion and opening of the bids.

Minutes from the August 21, 2023. John Matthews motion to approve. Mike Fedora Seconded. All in favor.

John Matthews asked if Ludlow had responded to the gift shop question. Becky has not received an answer yet and will reach out again.

Discussion about the next meeting previously scheduled for Monday, Sept 25th. Motion by John Matthews to move the meeting to Sept 26th at 9AM. Gary thinks that meeting will run for a longer period (2.5-3-hour meeting). Today the process of "checking in" the RFQs will take place. The next meeting will be when the evaluation of the proposals will take place. Proposals need to be read and reviewed by committee members and be ready for discussion at the next meeting. Committee members will have 2 weeks to review the proposals.

The fall town meeting is on 10/30. The Advisory hearing is on 10/23. The committee should look at scheduling meeting dates in October. Some discussion about future meeting dates.

Point of Information: proposals can be reviewed by committee members outside the meeting, however there should not be any discussion between members outside of the posted meeting.

Gary: Three proposals were received Catlin, Architectural Insights and edm all submitted on time.

First proposal: Architectural Insights. Copies were distributed to committee members.

Gary reviewed the document while referencing the tally sheet/evaluation form that was distributed at the start of the meeting. Noted this company included the DSB form. The DSB (designer selection board) form is a standard form that most state projects require. Was noted that this proposal lists background, experience, projects that they have worked on, current commitments, etc. Berkshire Design Group is listed as part of the civil team. Robert Hall Consulting, sub-consultant within this proposal, is a WBE (women's business enterprise). Reference letters included from CHD in Springfield, Town of Charleton and Associated Builders. Certificates (nondiscrimination, liability insurance, etc.) included as requested. Provided detailed project schedule.

Submission of cost proposal: Phase 1 \$21,875 base fee. Two addons for civil and structural engineering \$2,400 each. An hourly rate for services was also provided for additional services if needed.

Second proposal: edm Studio. Copies were distributed to committee members. Gary read the project understanding in the cover letter as submitted, however after reading that, he questions the dollar amount for the project as noted in the last section. Gary expressed concern about whether they understood the scope of Phase 1. The committee will need clarification. Noted this company included the dsb form. Listed senior center experience. Insurance certificates included. Project schedule included. References included all from senior center projects. Included letter designating Fernandez & Associates, a member of their project team, as a Minority Business Enterprise (MBE). Fee proposal will need clarification as the proposal is for three "tasks". Total: \$93,200 for the three tasks. Their Phase 1 is \$19,400, but the committee needs to carefully review what each phase includes.

Third proposal: Catlin Architecture, PC. Question re: LEED certification and how important that is. Gary explained that it is important in the design and building for green energy and shows that the organization understands the state building code. Noted this company is using the dsb form. Included relevant project outline including senior center projects. Staffing plan included. References listed. Compliance certifications included. Letter included with proposal stating that due to MA General Laws, a fee will be negotiated if selected. No dollar amount provided for Phase 1. Committee discussed that the request in the RFQ was clear that the committee was looking for a dollar amount.

Gary suggested that a letter could be sent by the committee asking for clarification of costs from edm and requesting a dollar amount from Catlin.

Question as to why Catlin didn't bring a dollar amount forward. Discussion. Duane asked Gary to draft letters to edm and Catlin for clarification on their fees.

An extra copy of each proposal was provided to John Flynn to bring to the Town Administrator, Bob Markel. Bob's copy will be a public copy for anyone in the public that wishes to review the documents.

Cliff Bombard and Don Collins will be notified that their copies are available at the senior center for pick up.

Duane reminded the group not to discuss the proposals with each other outside the meeting.

John Flynn stated that if there is a question about clarification it can be addressed through the chair but not with any other committee member outside of a posted meeting.

Becky will email the tally sheets for each RFQ submission once completed.

The Committee should review each proposal and return with questions and complete the tally sheet to the best of each person's ability.

Hopefully at the next meeting, the draft letters will go out to edm and Catlin. At the following meeting, the committee should be prepared to discuss a dollar amount that looks agreeable.

Gary will draft the letters with Duane and will move forward to and bring to the following meeting for approval. Instead of waiting to mail the letters after the next meeting, John Matthews moved that Duane and Gary write and mail 2 letters, one to Catlin for a fee and one to edm for clarification of their proposed fees.

Next Meeting: 9/26 at 9AM

Meeting October 10th at 11:00 AM. Bobbi & John Matthews will not be present.

October 16th at 11:00 AM.

John made a motion to meet 10/16 at 11:00 AM. This meeting can always be cancelled if it is not needed.

October 23rd at 11:00 AM

October 23rd is the advisory hearing at the town house.

Rita moved to adjourn. Gary seconded. All in favor.

Meeting Adjourned at 4:32 PM

Respectfully submitted for the Secretary: Rebecca C. Moriarty, Executive Director (Ex-Officio)