

Town of Kingston
Senior Center Building Committee
Meeting Minutes
August 26, 2009

1. The meeting was opened by Chairman Paul Gallagher at 7:10pm. in Room 203. Other members present were Muriel Boyce, Phil Burnham, Jack Burrey, Dave Colter, Linda Felix and Ron Gleason.
2. Paul mentioned that now that almost everyone has had the chance to review the 13 applicants for the OPM, and those who hadn't would be able to do it at this meeting tonight, he asked the members to think about when would be a good time to have the next meeting to hopefully be ready to start the interviewing of the final 3 selected and noting that it needn't be on a Wednesday evening but at any time and any day convenient for the members.
3. Paul then asked Ron Gleason to report on two major things; namely, the on-going Geo-Technical Survey that we need. We will not be using Miller Engineering and Testing Co. of NH but Christopher Tier of American Engineering & Testing of Braintree, MA., all to the end of doing the additional borings that need to be done. Phil Burnham asked about using the Highway's backhoes and if the cost would be between \$1,500 to \$2,000.
4. It was mentioned that if we go out on the site and do not dig or know where to locate the borings from the Drawings, we will not be moving forward as we would like to be. Think the beginning ones were rushed and the process got off track and there were mixed messages. When Chris Tier does this work, and Ron Gleason has shared a prior Site Plan with him, he will get paid when the boring work is done. He plans to provide information for structural engineering to complete design of building (memo att.). When they place a bill before us, and we agree with the percentages of completion, we will pay it.
5. Ron stated that he also finally got a hold of Bob Clarke and he was very responsive and came up with a sketch from Prime Engineering (Grading & Utilities-att.). Ron has e-mailed in chronological order to Bob Clarke and Miller Engineering's prior boring sketches.
6. Ron Gleason and Bob Clarke agree that Prime Engineering sent these to Catlin

last winter but Catlin does not have them nor did we but we do now. A **Motion** was made by Jack Burrey to have American Engineering of Braintree, MA , with the maximum of a \$2,000 cost, and with the backhoe being provided by the Town of Kingston, to do these additional borings and this **Motion** was **seconded** by Phil Burnham and it was **unanimously so Voted**.

7. American Engineering will provide us with the results and we will advise Catlin after Dave Colter and Paul Basler agree on a start date.

8. Ron Gleason then went on to talk about Solar Tubes. He has talked to a gentleman in California and been advised that there are no Installers here in the East. He went on to say that you would need a 21 inch in diameter, 5 - 6 feet above the roof line, \$1,100 for the 21 inch - not installed vs. Catlin's \$600 installed. It was mentioned by the members that we need to put this matter on our "Alternates List". Paul mentioned there was another company, Chapman Construction and Design who has some of these, not sure what size, but they are located in Belmont if any member would like to see them. Not sure the exact size he carries.

9. Paul mentioned that we have \$2.0 million for the whole building; leaving us with a 1/2 million left. Knowing this, maybe we can see some that we could get. But it would be very expensive to buy and then get installed. We are no where near the \$600 installed quoted by Catlin. If we take these out of the job, we will have to get more light somehow and we will need to be clever as to how we achieve this feat.

10. Paul turned now to the OPM Guidance on The Interview Questions (att.), and at this point, Ron Gleason recused himself from the discussion. Some of the members had not had sufficient time to go over all of the 13 applications so an open discussion took place to fill everyone in on the Ranking and Comparative Criteria and evolving comments on each. Paul stated that when we get down to the three finalists, we can include them for the Clerk of the Works as well. Or we can go through them and not have what we want for an OPM but might come up with what we are looking for in a Clerk of the Works. Jack Burrey commented on the conflict between hiring one person to be both an OPM and a Clerk of the Works but hiring them individually could cost a lot of money and also a lot of conflict.

11. Paul mentioned putting out a newspaper Ad for just a Clerk of The Works and felt we should be able to find someone and they would be responsible to just the SCBC and not to a firm that does just what needs to be done, no more, no less but nobody would truly have our Town at heart. Dave Colter mentioned that one was used in the building of the new Fire Station and it was well worth the time and money. Dave thinks we should be pick one of the 3 finalists and send it to the Town Administrator to negotiate with the Firm vs. a person to interview and see if they would apply for both or just one. Firm should also be reasonably local and a small vs. large corporation.

13. The final discussion now took place, consulting each member to peer down the original 13 down to six and then down to 3. The final 3 OPM applicants were Architectural Consulting Group, Lincoln Associates, and a company named P3. The interviews will be held at the next SCBC Meeting on Thursday, September 3rd at 12:00 in Room 200 in Town Hall and the interviews will be held as follows: Architectural Consulting Group at 12:15pm. – Lincoln Associates at 12:45pm. — and P3 at 1:15pm. The SCBC Members will also be meeting at 7:00pm. on that same evening, September 3rd, in Room 203 to make its final recommendation of the actual finalist and subsequently relating its choice to the Town Administrator. Paul will get 6 copies made of the 3 finalists named above for each member before the September 3rd meeting.

14. A **Motion** was made by Dave Colter and **seconded** by Phil Burnham to approve the Minutes of August 12, 2009 and it was **unanimously so Voted.**

15. There being no other business to come before the meeting, a **Motion** was made by Dave Colter and **seconded** by Phil Burnham to close the meeting, it being 9:15pm, and it was **unanimously so Voted.**

Respectfully submitted,



Ruthann Cassidy, Secretary

Rick Grady

Full Name: Christopher Tier
Last Name: Tier
First Name: Christopher
Company: American Engineering & Testing, Inc.

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Business: (781) 848-5184
Business Fax: (781) 849-9760

Proctor Test for maximum density \$90
Compaction testing 1/2 day \$100 plus mileage plus \$40 for moisture nuclear tip?
Sieve (did not get price)
referred by Kevin Sealund

8/17/09 Spike to Chris

blow counts not needed

Locate corners

will provide information for structural ENG. to complete design of building

we can use Highway Dept backhoe

\$1500-2000 to provide test & reports

TOWN OF KINGSTON

Memorandum

Office of the
Board of Selectmen and Town Administrator

TO: Senior Center Building Committee
FROM: Jill R. Myers, Town Administrator
DATE: August 26, 2009
SUBJECT: OPM Interview Questions



Hopefully the Committee has found three potential OPMS to invite for an interview/presentation. I would ask that the applicants focus on three main areas in their presentations – especially how they will also serve as the Clerk of the Works and get up to speed on the project and billing to date:

- A. The firm's experience managing similar public building projects in Massachusetts.
- B. The proposed approach to the Project in terms of how they intend to minimize the Project Management costs while ensuring high quality standards and efficiency. [need to provide a project schedule]
- C. What specific actions will they take to ensure a high level of responsiveness to our concerns, questions and input? How our project fits into their existing and anticipated workload.

Following is a list of possible questions for the Project Manager interviews to follow-up on the presentations. The list focuses on the main areas of concern for us and can be used to probe the applicants more, based upon what they cover in their presentations. We should keep in mind that we have time for about 5 or 6 questions following the presentation, assuming that each question will elicit a 5 minute response.

A. Your firm's experience managing similar public renovation/addition projects in Massachusetts? What are the capabilities of your firm?

- 1. Who in your firm will be working on this project if it is awarded to you, and time commitment to the project phases?
- 2. Do you have the staff available for installation in a relatively short time frame? [Expected start date is _____ for a limited amount of hours until construction]

3. Does your current and projected workload create any problems for this job?
4. How do you differentiate the services you offer from your competitors?
5. How many years have you been doing OPM work? How many projects have you done over that period?
6. Of the jobs you've done, how many Senior Centers have you done? Have you worked on any similar projects recently?

B. The proposed approach to the Project in terms of how they intend to minimize the Project Management costs while ensuring high quality standards and efficiency.

1. How do you manage a Project? Outline to us your normal sequence of project tasks and a typical timeline for completing those tasks. At which points would there be submittals to the committee for review?
2. How do you clearly delineate your area of responsibilities from that of the Architect's and GC's?
3. How do you manage disputes/problems with the contractor?
4. What will your role be in the final design development phase? At what points will you provide feedback to the Building Committee and Architect regarding drawings and bid specs? How long will it take you to review bid packages before they go out; how long to review bids once they are received from contractors?
5. How do you envision the OPM balance that role and also serving as the Clerk-of-the-works? How much time will be on-site?
6. Are there any OPM services that you envision the Town requiring that are not covered under the RFQ's Scope of Services?
7. How do you ensure the quality of your work? What is your QA procedure for ensuring we get the work as specified?

8. Value engineering is often referred to as reducing "Quality or Quantity" relative to a project. What innovative ways have you been able to reduce costs on a project without sacrificing quality or quantity? Where do you see opportunities for our project?
9. What problems have you encountered on previous projects?
 - o Describe a very successful contract. Why?
 - o Describe a not-so-successful contract. What would you do differently next time?
 - o Describe the worst problem you've had on a municipal/Senior Center project and how you dealt with it.
 - o Have any projects had to delay openings? Why?
 - o What do you anticipate to be the longest lead items?

C. What specific actions will they take to ensure a high level of responsiveness to our concerns, questions and input?

1. If awarded this contract, what will be your relationship with the architect, building committee, Senior Center Director, and Town Administration?
2. What is your relationship with the owner's representative on a job?
3. What inputs do you expect from us and when do you need them?
4. What should the building committee expect from you?
5. What do you expect from the building committee?
6. How often, over what time-span, do you anticipate needing to meet with the building committee?
7. What record keeping do you include with your services?

- What documentation will you provide to the building committee?
- What type of financial reports do you provide to a Building Committee?

8. When do you consider your work on the project to be done?

GENERAL NOTES/COMMENTS
