



Ooo

Building Committee Meeting Minutes

August 28, 2018

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WELCOME: Fred called meeting to order at 5:46 PM at Town Hall in Selectmen's Conf. Rm.

PLEDGE OF ALLEGIANCE

Fred spoke with committee members to reiterate process for interviewing candidates.

- A. 10-15 minute presentation
- B. Same 7 questions asked of each candidate (each committee member assigned question to ask)
- C. Complete interview 40 minutes
- D. All 6 applicants will be discussed after presentations and OPM will be recommended

ROLL CALL

- In attendance: Fred Lafayette, Richard Moskal, William Rooney, Mike Szlosek, Jodi Zepke
- Excused Absence: Matt Goncalves, Steve Santos

CANDIDATE 1 INTERVIEW: STV/DPM (6:00 PM)

- Represented by Kevin (project manager) and Jim (project director)
- Past projects include East Street School
- Sited expertise and many projects in Western Massachusetts
- OPM brings multiple stakeholders together with same agenda
- Establish realistic budget and schedule
- Ensure land is mitigated by contractor
- Minimize risks (utilities, soil, environmental) by doing as much work up front before project starts
- In house tech resources
- Sign offs at various points to stay within budget

- Experience in Town of Ludlow

ANSWERS TO QUESTIONS:

- Question 1: Have what we need for project price tag
- Question 2: Day to day communication. Can pick up phone at any time to discuss project. We own personal project so it gets our full attention. Come out at night for meetings.
- Question 3: All projects but 1 within budget. If funding for project is not adequate, we help fund it out. Look at design and go from there.
- Question 4: Our most successful project was a historic building. We came in to revitalize. It was over \$1 million budget so we needed to use ingenuity.
- Question 5: One difficult situation we encountered was getting off the ground so we called the owner and contractor.
- Question 6: With regard to metrics, we put together a track flow. We track daily hours on site. Only had 1 project come in late.
- Question 7: Minimizing change orders starts right away. We do thorough reviews, design development, and check to see if cost proposal by contractor is reasonable.

CANDIDATE 2 INTERVIEW: NV5 (6:45PM)

- Represented by Robert (Director) who has 30 yrs. experience and Pat who has an engineering background.
- Ensure quality and efficiency while identifying potential design conflicts
- Chart about existing center vs. highlights of new center
- 20 + design options...discuss pros and cons of each design
- Take all possible design options and put them into analysis sheets to come out with narrow line of choices. (Cost effective)
- Encourage partnership with community through meetings, forums, owner progress reporting.

ANSWERS TO QUESTIONS:

- Question 1: One concern would be the design process. We get the community to buy in far ahead on feasibility.
- Question 2: For communication, we do progress reporting, calls and check-ins once every week. We will work with Jodi according to the way she wants. Our phone is always on. Person who starts project, finishes it
- Question 3: All our projects came in on time and all on budget. All estimates and charting keeps track of budget so we don't run into a problem.

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- Question 4: Longmeadow High School was successful due to logistics. We got it done on time and within budget. Our charting helps us keep projects successful.
- Question 5: One difficulty we ran into was routing piping. We coordinated all utilities.
- Question 6: 99% of projects completed on schedule
- Question 7: We can prevent change orders by having a good architect who works well with contractor so they will find problem before change order is needed.

CANDIDATE 3 INTERVIEW: DAS (7:30 PM)

- Represented by Mark S. (President)
- Based in Northampton
- Have been in OPM business for 10 yrs.
- Construction manager does OPM work; Sub Contractor on site
- Have good relationships with contractors in area
- Tim, project manager, wrapping up 5 projects
- Keep budget schedule that's updated every month
- Keep contractor on task
- OPM work on S. Hadley Library

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ANSWERS TO QUESTIONS:

- Question 1: We would have a concern to take the project and make it fit. Lead architect may not be aware. We are OPM by default on S. Hadley Library.
- Question 2: We use e-mail to communicate and discuss questions you have. Our time commitment is 100% once construction begins.
- Question 3: In the last 10-15 years, we have not been over budget. We are adept at data awareness and do a monthly analysis of the budget. Internal estimates are done line by line.
- Question 4: The most successful project was the S. Hadley Library. We picked the site which was not politically popular. With an in-depth relationship with the library association, we brought circulation up.
- Question 5: At the start of building project, there was a consultant problem with the construction manager. We came up with a solution and moved on.
- Question 6: In order to determine if we are on track, we set up a construction project schedule and update it monthly. If we realize we're behind, we share and adjust.
- Question 7: With regards to change orders, local contractors and sub-contractors work it out. We may need to work with them in future.

DISCUSSION AFTER INTERVIEWS (8/23/18 and 8/28/18)

- Each Building Committee member took 5-10 minutes in order to rank the 6 applicants.
- After looking critically at each applicant, Building Committee discussed rankings.
- Composite scores of application packets and interviews are
Collier: 12
P3: 12
STV: 16
MV5: 17
Other 2 applicants are out
- After much discussion and each member ranking his/her top 3, Collier and P3 were most prominent.
- Members agreed to call references of applicants and hold 1 more meeting after calls to finalize OPM.
- Each member took a reference for Collier and a reference for P3 to call.
- Next meeting on September 7th at 6:00 PM
- Jodi made a motion with 2nd by Bill to adjourn at 9:22 PM. All were in favor. Motion passes.

Minutes submitted by Diane Brouillard

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