

Southampton Building Reuse Committee Meeting No. 4

Committee Members Present:

Libby Baldwin	Margaret Walden
Bruce Coombs	Tom Whiteley
Paula Maak	Angela Valinski
Gary Swanson	

Others Present:

Jim Mazik, Pioneer Valley Regional Planning Commission

FROM: Libby Baldwin

MEETING DATE: December 4, 2008

DATE MINUTES

ISSUED: January 6, 2008

On December 4, 2008, Southampton's Building Reuse Committee Meeting No. 4 opened at 7:15 pm. The following are discussion items from the meeting.

1. General

- a. Minutes from Meeting No. 3 were accepted, with one correction. In the preliminary project schedule, the January schedule dates should have been listed as 2009 rather than 2008.
- b. Jim Mazik from the Pioneer Valley Regional Planning Commission was invited to attend the meeting to provide advice about the OPM selection process. Mr. Mazik assisted the prior Larrabee Committee with various aspects of the project, including preparing the RFQ for architectural phase services.

2. RFQ for Owner's Project Manager

Jim Mazik noted that the draft RFQ appeared to be complete. He noted that the Designer Selection Law is not applicable to the OPM selection process, but we could contact Brian O'Donnell of the Attorney General's (AG) office to confirm. In addition, a not-to-exceed fee is typically not requested during the OPM selection process and is usually negotiated after the OPM is selected. Diana Schindler will contact the AG's office to determine if a rate schedule (excluding the estimated not-to-exceed fee) can be requested in the RFP.

Jim Mazik suggested adding a requirement in the RFQ for the OPM to check certified payrolls. He also noted that the ranking criteria for OPM services did not need to be disclosed in the RFQ. Jim will confirm whether or not this phase of the project needs to comply with M/WBE requirements.

The Committee reviewed the revised draft RFQ for OPM services at the meeting. Final edits were discussed and a motion to approve the minutes was accepted by the Committee. Libby will email the final document to committee members, as well as Diana Schindler.

Diana Schindler's name should appear as the contact person in the legal advertisement for the RFQ. The ad should be posted at Town Hall, and should be listed in the Central Register and in an area newspaper. The Committee decided to place the ad in the Springfield Union News.

The Committee decided that, in order to receive bids on January 6, 2009, there was not sufficient time for the informational meeting that was included in the preliminary project schedule developed at the last meeting. The informational meeting was therefore deleted from the RFQ.

3. Architectural Phase Services

Margaret Walden found the name of the Contractor who constructed the original Larrabee building. She will contact the company to determine if they still have the original design drawings for the building.

The Committee questioned whether or not we can hire the architect that did the preliminary design of the building upgrade without going through the RFQ process. Jim Mazik indicated that this was not possible because the original RFQ for architectural services did not state that the project included full architectural services for all project phases.

4. Miscellaneous

- a. The Board of Selectmen granted the Committee "Special Municipal Employee" status at their latest meeting. Committee members can each submit individual forms to the Town Clerk to receive this same exempt status.
- b. The next meeting will be on Thursday, 1/8/09 @ 7:15 pm.
- c. The meeting dissolved at 9:10 pm.

5. Action Items

Item No.	Responsibility	Item
3-3	Margaret Walden, Bruce Coombs, & Gary Swanson	Try to obtain original drawings for Larrabee School, including building addition.
4-1	Libby Baldwin	Email final RFQ for OPM services to committee members and Diana Schindler