

## Southampton Building Reuse Committee Meeting No. 5

### Committee Members Present:

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

**Others Present:** None

**FROM:** Libby Baldwin

**MEETING DATE:** January 8, 2009

### DATE MINUTES

**ISSUED:** January 13, 2009

---

On January 8, 2009, Southampton's Building Reuse Committee Meeting No. 5 opened at 7:15 pm. The following are discussion items from the meeting.

### 1. General

- a. Minutes from Meeting No. 4 were accepted.

### 2. RFQ for Owner's Project Manager

Legal advertisements for the RFQ for the OPM services were published in both the Springfield Republican and the Central Register.

### 3. Proposals for Owner's Project Manager

- a. **Receipt of Proposals** - Five proposals for OPM services were received on January 6, 2009 at Town Hall in accordance with the RFQ requirements. Proposals from the following firms/agencies were received and were opened at the meeting:

- D.A. Sullivan & Sons, Inc., Northampton, MA
- NETCO, Lexington, MA
- Pioneer Valley Planning Commission (PVPC), West Springfield, MA
- CRE SOURCE Consulting, Norwood, MA
- RDK Engineers, Andover, MA

- b. **Evaluation of Proposals** - The Committee reviewed each proposal and determined that each one met the minimum qualifications with respect to professional experience outlined in the RFQ. Professional liability insurance requirements outlined in the RFQ were reviewed for each proposal. Two firms (D.A. Sullivan and NETCO) provided proof of insurance. CRE SOURCE Consulting referenced the insurance requirements but did not provide proof, and RDK Engineering did not reference insurance requirements. PVPC indicated that because it is a public agency, it cannot provide insurance. The Committee determined that proof of insurance requirements will be evaluated after the Committee narrows down its selection of candidates.

Each proposal was evaluated by committee members. A motion was made by Bruce Coombs and seconded by Angela Valinski that the following three candidates be

established as the "most advantageous" candidates and should be interviewed by the Committee:

- NETCO, Lexington, MA
- D.A. Sullivan & Sons, Inc., Northampton, MA
- Pioneer Valley Planning Commission (PVPC), West Springfield, MA

The motion was approved unanimously.

**c. Interview Schedule** – The following schedule was established for meetings and interviews with the 3 selected candidates:

- Committee meeting to establish questions for candidates: Thursday, 1/15/09
- Interviews with candidates: Thursday, 1/22/09
- Committee recommendation for OPM: Thursday, 1/22/09

The interviews will be limited to 20 minutes, with 10 minutes after the presentation reserved for questions and discussion. After the candidates leave, the Committee will discuss the candidate for 15 minutes before the next interview. The 1<sup>st</sup> interview will begin at 6:30 pm, the 2<sup>nd</sup> at 7:15 pm, and the 3<sup>rd</sup> at 8 pm.

The top 3 ranked candidates will be contacted via telephone or email requesting an interview. The other 2 candidates will receive letters notifying them that they were not selected.

**4. Miscellaneous**

- a. The next meeting will be on Thursday, 1/15/09 @ 7:15 pm.
- b. The meeting dissolved at 9:15 pm.

**5. Action Items**

---

<b>Item No.</b>	<b>Responsibility</b>	<b>Item</b>
3-3	Margaret Walden, Bruce Coombs, & Gary Swanson	Try to obtain original drawings for Larrabee School, including building addition.

---