

Concord Middle School Building Committee
Meeting Minutes
September 5, 2019

PRESENT: Susan Bates, Court Booth, Heather Bout, Justin Cameron, Frank Cannon, Stephen Crane, Dawn Guarriello, Jon Harris, Russ Hughes, Timothy Hult, Laurie Hunter, Pat Nelson, Charlie Parker, Chris Popov, Matthew Root, Jared Stanton

ABSENT: Kate Hanley

PRESENT FROM HILL INTERNATIONAL: Joe Naughton, Sr. Vice President; Mike Carroll, Project Director; Andy Vo, Sr. Project Manager

Call to Order

Mr. Hult welcomed everyone to the meeting at 7:35 AM in Conference Room 4, Ripley Building.

Update on OPM Process and Introduction of Hill International

The committee members and representatives from Hill International introduced themselves. Mr. Crane stated that the contract is been reviewed legally and that they are waiting to hear back from the insurance company regarding language, noting that they should be reaching an agreement in the very near future. Mr. Crane and Mr. Hult thanked Hill International for attending the meeting. Mr. Carroll shared a project schedule, noting that it could be adjusted as needed. Mr. Hult questioned if they felt the schedule was reasonable, and Mr. Carroll stated that it mirrored similar projects that they've worked on. Mr. Carroll continued reviewing the schedule, stating that the next item would be designer selection, noting that they've designated 58 days for the process. He then reviewed the designer selection process timeframe.

Discuss Designer RFS

Mr. Carroll stated that they would share the RFS and would welcome feedback and/or recommendations. Ms. Guarriello stated that the feedback could be filtered through her and Mr. Stanton. Mr. Hult suggested the design subcommittee take comments and bring to the September 19th meeting. Dr. Hunter noted that the design subcommittee could meet on Thursday, September 11th to collect comments. Mr. Crane stated that sending comments to Ms. Guarriello could look like a rolling quorum under open meeting law and suggested that Mr. Stanton collect the comments. The committee agreed to have all comments on the RFS to Mr. Stanton by Wednesday, September 11th.

Mr. Root stated that he felt more specific Concord goals were missing from the RFS and that 2 weeks was a tight timeline to get consensus. Mr. Carroll stated that they've used the information they received from the OPM process and transferred it to the Design process. Mr. Hult noted that, in general, the goals and project charter would parallel this process. Mr. Carroll stated that the charter would include key points to accomplish, noting that the information helps to complete the RFP. Mr. Root stated that he would like to see the points included in the RFP and Ms. Guarriello noted that it is more information than would normally be included. Mr. Popov suggested having the goals included in the contract. Mr. Hult suggested

focusing on the RFS and revisiting the charter at the next meeting. Ms. Naughton stated that they can start from zero to get input on what each member expects from the project and could revise it going forward, if necessary. Mr. Crane recommended that the committee needs to define goals, considering that the audience of the document is the community. He also stated that once the designer is on board, they need to set goals again as a committee. Ms. Guarriello noted that the educational visioning needs to occur before this second phase. The committee agreed to focus on the objectives in the RFS.

Mr. Carroll continued to review the project schedule, including feasibility, schematic design, town actions, design development and construction. Dr. Hunter noted that there is another step after town meeting that also has to be factored into the timeline. Ms. Bout noted that the presidential election will be occurring in November of 2020.

Mr. Vo and Mr. Carroll reviewed the RFS, including: the invitation, background, project goals and general scope, scope of services, schedule, minimum qualifications, and selection criteria. Mr. Root suggested having a Sustainability Subcommittee meeting prior to the Design Subcommittee meeting on September 12th. The committee discussed using a points ranking system similar to the OPM selection process. Ms. Guarriello suggested including the visioning work done by the Facilities Planning Committee as an attachment, in addition to the SOI and Finegold report.

Public Comment

Karlen Reed, League of Women Voters, questioned how the schedule interacts with the current MSBA process. Dr. Hunter stated that they have a SOI into MSBA, noting that MSBA will be on site on September 24th to update their documentation of the facilities. She stated that they expect to hear back from MSBA in December, as they have the last 2 years.

Adjournment

A motion was made by Mr. Booth to adjourn and the meeting adjourned at 9:02 AM.

Respectfully submitted,

Erin Higgins
Recording Secretary

Approved: 9.19.19

Abbreviations:

MSBA Massachusetts School Building Authority
RFP Request for Proposal
RFS Request for Services
SOI Statement of Interest