PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: March 25, 2019	Time: 7:30 PM	Location: PSAB

Attendance

PPBC Members:	Present: George Kent, Stuart Chandler, Richard Creem, Irwin Silverstein, Roy Schifilliti, Gene Voloshin Absent: Natasha Espada	
BDCD Staff:	Steve Popper (Director of Design and Construction) Hank Haff (Sr. Project Manager) Mike Retzky (Project Manager) Steve Gentile (Project Manager)	
User Representatives:	Susan Neckes Anne Gulati	School Committee, Emery Grover Rep. School Finance Director, Emery Grover Rep.
Other Attendees:		
Minutes prepared by:	Kathryn Copley	Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the March 11, 2019 PPBC meeting. Mr. Creem made a motion that the Committee approve the minutes as presented. Mr. Chandler seconded the motion. The motion was then voted upon and approved.

B. High School Expansion

Susan Neckes (School Committee) attended the meeting.

Mr. Haff reported that there are four punch list items remaining. Consigli is anticipating the work will be done over the April vacation. The items include the planting and work on the walkway. Consigli may be claiming payment for additional hours connected with extension of schedule. Consideration will be made after all invoices have been accounted for.

The Committee reviewed Requisition #13 from Consigli Construction in the amount of $137,815.41 for February 2019 services and additional retainage is being released. The requisition was reviewed and approved by the Architect and Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Dore & Whittier Architects in the amount of $2,000.00 for services thru February 2019. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr.

Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from W.B. Mason in the amount of $2,800.00 for the phased delivery fee. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Ms. Neckes seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Req., Invoices, Budget update

C. Emery Grover Building Study

Susan Neckes (School Committee) and Anne Gulati (School Finance Director) attended the meeting.

The two companies that submitted qualifications in response to the RFQ for the Emery Grover Building Study, Bargmann Hendrie + Archetype and Winter Street Architects, were interviewed by the Committee.

After the interviews the Committee discussed the qualifications of the two firms. The Committee members voted for their first and second choices. The votes were unanimously in favor of Bargmann Hendrie + Archetype as first choice. The contract will be awarded to them.

Handouts: List of personnel from each firm, BH+A interview handout

D. On Call Commissioning RFQ

Mr. Gentile reported that eleven firms submitted their qualifications on March 18th. A sub-committee of Mr. Chandler, Mr. Voloshin and Mr. Gentile reviewed and ranked the submissions. The four top ranked companies were BVH Integrated Services, P.C., Colliers International, Consulting Engineering Services and Rist-Frost-Shumway Engineering. It had been decided that two vendors would be chosen for commissioning services under a master contract. The sub-committee ranked Rist-Frost-Shumway Engineering and Consulting Engineering Services as their two top choices.

Mr. Gentile, Mr. Chandler and Mr. Voloshin made a recommendation to the Committee to award master contracts to Rist-Frost-Shumway Engineering and Consulting Engineering Services to be engaged on a per project basis as needed.

Mr. Voloshin and Mr. Chandler made a motion that the Committee go forward with Rist-Frost-Shumway Engineering and Consulting Engineering Services for On Call Commissioning Services. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Score card

E. Adjournment

The meeting was adjourned at 9:45 PM.
The next PPBC meeting is scheduled for Monday, April 8, 2019 at 7:30 PM, at the Needham Public Library Community Room.

These minutes are intended to convey the content of the discussions at the Committee meeting. If no comments are received by the next meeting, they will go to file as part of the permanent Committee record.