



MUNICIPAL BUILDING COMMISSION

JOHN F.D. JACOBI, CHAIR

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GALE CLARK

GERRY FRICOT
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ANDREW ACOSTA
KELLY BENNETT

MINUTES
SPECIAL MEETING
April 28, 2021 @ 5:30 p.m.
Remote Access via Zoom

Call Meeting to Order at: 5:31pm

Roll Call: Jack Jacobi, Ed Stanton, Gerry Fricot, Terri DeSisto, Gale Clark, Mike Tyler, Andrew Acosta, Kelly Bennett

Others present: Jeremy Stull, Marc Zawatsky

Fire Department Roofs Designer Selection

Marc Zawatsky of Port Consulting is the City's construction consultant on this project and has been leading the designer RFQ process.

- 3/24/21 – RFQ released
- 4/5/21 – on-site walkthrough
- 4/9/21 – deadline for questions (none were submitted, no addenda needed)
- 4/22/21 – Responses to the RFQ due
- 4/23/21 – Responses distributed to MBC members

Tonight's meeting is to shortlist the top firms for interviews next week, 5/5/21, with 30minute blocks for each firm.

Marc's preliminary thoughts indicated that all firms were licensed and capable of doing the work. He reiterated the evaluation criteria included Experience, Team, and Workplan, as detailed in the RFQ.

Commission members ranked their top 4 and explained to the group their rationale. Firms with errors or omissions that seemed copied and pasted from responses to other projects were looked upon unfavorably for the lack of attention to detail. Experience in Massachusetts and with public safety buildings specifically was highlighted by most all commission members. There was discussion on the make-up of each team and the relevant experience of the key personnel and their sub-consultants. Most members thought that most firms could handle the project. There was some discussion on MWBE certifications, but the City is under no obligation to consider that and it was not part of the formal evaluation criteria.

After discussion and ranking, the Commission saw that there were four clear top-tier firms instead of the originally envisioned three, so all four were invited to interviews next week. The thirty-minute block interviews will be structured for twenty minutes of presentation and ten minutes of Q&A. Any questions should be sent to Jeremy by Friday, so they can be distributed to the four finalists. Interviews will start at 6:15pm at the conclusion of the Commission's regular business.

The four finalists are:

CBI

Russo Barr Associates

DiGiorgio Associates

RGB

VOTE to extend interview invitations to the above listed firms

APPROVE 9-0

Next Meeting Date:

5/5/21 at 5:30pm (at Studley Elementary with remote participation possible)

VOTE: To adjourn. 9-0

Time of adjournment: 6:16pm