Williamsburg Public Safety Complex Committee

November 10, 2014

Called to order at 4:30 PM by Chairman Bill Sayre

Present: Bill Sayre, Dick Kisloski, Don Lawton, Jason Connell, Denise Wickland, Dan Banister, Peter Mahieu, Denise Banister, Louis Hasbrouk, Daryl Springman. Absent: Jeff Ciuffreda. Also present: Town Administrator, Charlene Nardi.

Purpose of the meeting: to review, discuss and rank the potential providers to the top three. Don Lawton stated that all companies were qualified to perform the study, and if they were not, they would not be in business.

Don Lawton moved and Dan Banister seconded the motion that the minutes of October 29, 2014, be approved. Bill Sayre suggested one amendment; motion passed to approve minutes as amended with 1 abstention.

Bill announced that Jeff Ciuffreda had emailed him to say that with his workload, he would not be able to attend daytime meetings.

The Building Repurposing Committee did a walk-through of the James School with architects. It was determined that the building would be suitable for elderly housing.

Reports on reference checks:

* Tecton – Bill reported that he contacted five references. All reported very good or excellent experiences. The person assigned to our project: Jeff McElvary received high praise from all. Bill scored Tecton a 10 for the reference rating.
* Reinhardt Associates – Denise Wickland contacted four references, who gave the firm high reviews. When one project was put off due to funding, Reinhardt came in and updated at no extra cost. It was mentioned that Reinhardt has experience with submitting NOIs for riverfront projects. Denise scored Reinhardt Associates a 10 for a reference rating.
* CBA - Denise Wickland contacted three references, who were happy with their work. They were responsive to the needs of the client and accessible. The firm has done police/fire studies. Northampton Police Chief had high praise for CBA. Denise scored CBA a 9.
* D&W – Dick Kisloski contacted references, who reported that the firm did a great job and is very responsive, and the project was within budget. Every one contacted had dealt with Mr. DiMarisi, one of the principle owners. Concern was expressed that there seem to be only two people who did the work with the help of subcontractors. Dick scored D&W an 8 for a reference rating.
* DRA – Dick Kisloski contacted references. DRA is the firm involved with the Dunphy School renovation, and Dick talked with Charlene and Stacy Jenkins. All had high praise for DRA, and two references, who dealt with Anwar (who will be assigned to this project if DRA is awarded the bid), had high praise for him. All felt the DRA is highly responsive. Dick was concerned that it seems they are a little late on punch list completion at the school. Dick scored DRA a 9 for a reference rating.

It was mentioned that the scoring system is very subjective, and the scores rely heavily on the scorer’s experience and knowledge of the process. Other discussion ensued about the various firms. The North Brookfield project (Tecton) seemed expensive for the amount of space. Louis felt we should rely heavily on the experience of Cummington and Plainfield (Reinhardt). It seems that CBA has no wetlands experience. Employees have been with CBA for a long time. CBA uses Berkshire Design as a consultant which does not have a good reputation with many members on the Committee (not a plus). D&W has few employees and relies on outside consultants. They have not currently done very many public safety buildings, and have not done many Western Massachusetts projects – only gave two references. DRA – project manager is extremely well thought of. They are currently doing a feasibility study to fix problems at the Hadley Public Safety Complex. They use GZA for riverfront development –GZA gets an A+ from Dick Kisloski who has experience working with them. Based on discussions, the Committee was able to easily identify the bottom two ranked firms. The remaining three firms were chosen for interviews. Following the interviews the Committee will rank the top three firms in order.

Initial and first stage of the process Ranking Results:

* Reinhardt, CBA, and DRA as top three in no specific order
* Tecton as #4, and D&W as #5

Jason Connell moved and Denise Wickland seconded that the committee accept the above ranking of firms. Motion passed unanimously.

Interviews of the top three firms are to take place on Friday, November 14. Committee is to meet at 9:30 AM, with the first interview scheduled for 9:45. Interviews will last for 45 minutes, and there will be 15 minutes between interviews. Charlene is to schedule interview times with the three chosen firms.

Questions to be asked of the three firms:

* Similar Project – specifics, site engineering?
* Process with town outlined step by step – meet with the committee during the process?
* Philosophy – how do they approach the project? – listening to the community. How do they approach a feasibility study working for a small town?
* Problems they have encountered while doing other feasibility studies?
* Will the study be done in house? Or will subcontractors also be working on the study?
* Any questions for us?
* Wetlands work?
* How would they handle the James School?
* Budget vs Scope? – Can they do the work within the budget?

The committee will present their recommendations to the selectboard on Monday, November 17, 2014, at 6:00 PM. The Selectboard will then invite the top rated firm to a meeting to negotiate the fee.

Moved to adjourn at 6:15 PM.

Respectfully submitted,

Denise L. Banister