



June 22, 2005

**MINUTES OF FIRE STATION BUILDING COMMITTEE MEETING
TUESDAY, JUNE 20, 2005 HELD AT FIREHOUSE**

MEMBERS PRESENT: Dwight Rowland, Joe Calistro, Paul Antinozzi, Fire Chief Andrew Esposito, Steve Francis, Jim Urbano, David King and Peter Hershman

MEMBERS ABSENT: None

OTHERS PRESENT: Ass't Fire Chief Sean Rowland

Meeting was called to order at 5:33 PM.

First order of business was to act on the Meeting Minutes of the May 15th meeting. King moved to accept them as presented ; Rowland seconded that motion. Motion passed unanimously.

The list of potential A / E Bidders was then reviewed (refer to the attached, total of 8 firms to date). At this time, their Proposals are due to be submitted this Wednesday, June 22nd ; some discussion followed if we should allow any additional time for these firms to prepare their Proposals and it was agreed to extend the Bid Due Date a few extra days to this coming Friday (June 24th) for a 3 PM bid opening.

Paul Antinozzi distributed an excerpt from QBS (Qualifications - Based Selection of Design Professionals) that would help the Committee review and select the A / E firm that best fits our needs (copy attached). This is broken down into two (2) separate parts : 1) Typical Evaluation of Statements of Qualification and 2) Interview Questions and Score Sheet.

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Much discussion followed concerning the Evaluation of Statements of Qualifications form and if any additional items needed to be added - it was agreed to eliminate #8 (reference check, as this would be performed on the firms short listed) and to add Fee Structure and Work Load to the list. On the weight column, it was agreed that Low would fall into the 1 - 3 range, Medium 4 - 6 range and High 7 - 10 range. We then went through each of the (10) items on this list and assigned a weight value to each (refer to the attached that confirms same). Antinozzi volunteered to further develop this rating sheet based on these comments for all Committee Members and will email it to Dwight so it could be distributed by Friday.

Jim Urbano questioned if we should include an item on the checklist to see if the A / E firms know that the intent is for the new Firehouse to fit within the character of the Town Center, especially the Historic District. Joe Calistro clarified that the Historic District stops at Center Road and does not extend to the Fitzgerald Property. However, it was agreed that this is a question we can ask during the Interview process.

With regard to the list of Questions submitted by one of the A / E firms (with the Town's responses to each, copy attached), Joe Calistro mentioned that as Chair, he had already advised the Town to formally send these out to all firms. Some discussion followed as the questions / answers were reviewed by Committee Members but all were in agreement.

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Dwight Rowland will make the recommendation for this Committee to Tony Genovese tomorrow to extend the Bid Due Date to this Friday in lieu of Wednesday. Once the Proposals are received, the Committee Members would then be required to stop by Town Hall late Friday afternoon to pick up their package of all Proposals and review them over the weekend (using the Evaluation sheet developed by Antinozzi as a guide).

This Committee will then reconvene on Monday (June 27th) at 5:30 PM to go through these Proposals and come up with a short list of 3 - 4 Bidders to invite to an interview

Once these firms have been short listed, the Committee will then notify the Town to notify the 3 - 4 firms to attend an interview scheduled for Thursday, July 7th starting at 5:00 PM and do 1 interview per hour (allowing sufficient time for set up / break down of materials) ; location to be determined (Dwight Rowland will try to obtain the Library Meeting Room for that evening). Following the interviews, the Committee will determine who is the best A / E firm for this project and will make an official recommendation to the Board of Selectmen at their next meeting scheduled for July 13th.

The next order of business discussed was the review / ratification of the specific 20,000 SF space needs document that was presented to the joint Board of Selectmen / Finance last July, 2004. Much discussion followed ... Jim Urbano inquired if any of the existing Firehouse can be used to supplement some of the 20,000 SF needs. The Charge from the Board of Selectmen was reviewed and is clear that the entire 20,000 SF would be at a single location ; additional space could then be used at the existing Firehouse over and above the 20,000 SF if there was a specific need by the Fire Department for same. Also, it was agreed that the Fire Marshal's office contained in this document would probably be deleted as he would stay in Town Hall.

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There was also some discussion with regard to the possible use of the existing Firehouse as contained in the Charge. It was decided to investigate possible uses with the successful A / E firm and if need be, to possibly include this as a separate question for the Town to vote on when this project goes to Referendum.

Peter Hershman moved to accept the 20,000 SF space needs document and Jim Urbano seconded the motion. Motion passed unanimously. This document will then be given to the successful A / E firm to use as a guideline when developing their building options.

With regard to the selection of a Construction Manager (CM) for this project, as was discussion by the Board of Selectmen to hire a separate independent cost estimator while reviewing the A / E RFQ, much discussion followed. It was determined that a separate RFQ would need to be developed and sent out for Qualifications for a CM for both Pre-Construction and Construction Services. Dwight Rowland will work on a "draft" of this RFQ together with Paul Antinozzi and will hopefully present this to the Committee at our next Meeting.

Next Committee meeting will be Monday, June 27th, at 5:30 PM at the Firehouse.

Motion made by Esposito (seconded by Rowland) to adjourn the meeting. Meeting was adjourned at 7:24 PM.

Respectfully submitted,

Dwight C. Rowland,
Committee Vice - Chair

cc: Woodbridge Town Clerk