

Hardy CM at Risk Prequalifications Sub Committee  
Meeting of February 24, 2021  
Online Meeting 1:00PM

Approved

A duly called and posted meeting of the Hardy Prequal Subcommittee was held online, 1:00PM, February 24, 2021.

PBC Present: ~~D. Grissino (DG), T. Goornat (TG), M. King (MK), S. Littlefield (SL), M. Tauer (MT)~~  
 Staff: S. Gagosian (SG), A. La Francesca (AL), D. Elliott (DE), G. Remick (GR), D. Lussier (DL-Schools),  
 J. McDonough (JM-FMD)  
 Liaisons/Proponents: M. Martin (MM-SC)  
 Consultants: J. D'Amico (JD-Compass), L. Westman (LW-Compass), A. Pitkin (AP-SMMA), ~~K. Olsen (KO-SMMA)~~

The meeting minutes have been generated by OPM, Compass Project Management

### Meeting Notes: Wellesley Hardy/Upham ES Project

**Meeting:** WUES CMR Prequalification Committee Meeting # 03  
**Date & Time:** February 24, 2021 at 1:00 pm  
**Location:** Virtual – Zoom Meeting

**Attendees:**

	Town of Wellesley		Compass Project Mgmt. (CPM)		SMMA
√	Joe McDonough – Fac. Dir.	√	Jeff D’Amico (JD) – Sr. PM	√	Alex Pitkin – Designer
√	Glenn Remick – FMD PM	√	Laureen Westman (LW) - APM		Kristen Olsen – Arch PM
√	Dick Elliott – FMD PM				
√	Steve Gagosian–FMD Arch				
√	Abbie LaFrancesca - FMD				
√	David Lussier – WPS				
√	Melissa Martin - SC				
√	Michael Tauer - PBC				
	Matt King – PBC				

**Distribution:** Attendees (√); CPM File

Item	Topic/Discussion	Action For:	Due Date
1.4	<p><b>Evaluations</b> 2/24/21:</p> <ul style="list-style-type: none"> <li>CPM continues to collect references with pointed focus on the top 5. All firms have received at least 4 references except Turner, with the goal of obtaining 5. CPM showed the scoring impact of additional positive references and how it will not affect the top 5 scoring firms.</li> <li>Committee discussed the quantity of firms to recommend to PBC. Consensus is 3 or 5 firms based upon how close Skanska and Bond have scored.</li> <li>The scoring resulted in the following 2 categories:               <ul style="list-style-type: none"> <li>Top 3 firms are: W.T. Rich, Shawmut &amp; Consigli</li> <li>Top 4 &amp; 5 firms are: Bond &amp; Skanska,</li> </ul> </li> <li>Jeff D’Amico motioned, Steve Gagosian 2<sup>nd</sup>, Top 3 scoring firms along with 4 and 5 to be recommended to the PBC. 9-0-0 Motion passed.</li> </ul>	CPM	2/24/21

3.1	<p><b>RFP</b> 2/24/21:</p> <ul style="list-style-type: none"> <li>• Proposals due March 24<sup>th</sup>.</li> <li>• CPM reviewed the project specific items: <ul style="list-style-type: none"> <li>- Staffing Plan</li> <li>- Technical Solutions Plan: schedule</li> <li>- Documents to include: Topo, Geotech report, Floor plans, project narrative from PSR</li> <li>- Zoom informational meeting, self-site tour (group of 5 or less), and Zoom interview <ul style="list-style-type: none"> <li>○ Off-site mitigations: Neighbor effects</li> <li>○ 2.D.6 Cost control management</li> <li>○ MassDOT component</li> </ul> </li> </ul> </li> <li>• FMD will confirm COVID/additional safety requirements were incorporated into the Town's CM Contract.</li> </ul>	FMD	2/25/21
3.2	<p><b>Interview</b> 2/24/21:</p> <ul style="list-style-type: none"> <li>• CPM to send draft interview questions and include JM's comments to the CM prequal committee and the PBC.</li> <li>• 4/6 &amp; 4/7/21– potential date for interviews, to be confirmed with PBC.</li> </ul>	CPM FMP/PBC	3/1/21 3/11/21

Posted 6/11/21 3:10PM