



Middle School Building Systems Study RFQ (WFMD-FY19-001)  
Selection Committee - Evaluation Meeting

May 31, 2018 – 10:00 am  
Wellesley Facilities Management Department Office  
(888 Worcester Street, Suite 370, Main Conference Room)

## Meeting Minutes

**Attendees** – David Lussier (WPS), Mark Ito (WMS), Tom Goemaat (PBC), Linda Chow (SC), Joe McDonough (FMD), Steve Gagosian (FMD), Kevin Kennedy (FMD)

- I. Open Meeting** at 10:00 am
- II. Public/Citizen Speak** – no public attendees
- III. Discussion of Submissions**  
Committee members shared their thoughts after reading and scoring the RFQ submissions.
- IV. Scoring of Submissions**  
The scores/ranks of the six members were recorded and calculated on the white board.  
Mark Ito did not vote.
- V. Score and Ranking**
  - 1) CBI Consultants, LLC (Boston, MA) – 569 points
  - 2) Harriman (Boston, MA) – 508 points
  - 3) Johnson Roberts Architects (Somerville, MA) – 490 points
  - 4) CSS Architects (Wakefield, MA) – 485 points
  - 5) HAKS Engineers (Boston, MA) – 432 points
- VI. Short-List for Interviews**  
Interviews are scheduled for June 14, 2018, 9:00 am to Noon at Wellesley FMD Office, 888 Worcester Street, Suite 370, Wellesley, MA 02482. Each firm to have 25 minutes for presentation and 25 minutes to answer questions – 50 minutes' total. Three highest ranked forms to be interviewed as follows:
  - 1) CBI Consulting – 9:00 am (wrap up deliberations by 10:00)
  - 2) Johnson Roberts Architects – 10:00 am (wrap up deliberations by 11:00)
  - 3) Harriman – 11:00 am (wrap up deliberations by Noon)



**VII. Prepping for Interviews**

Key individuals from the architectural/engineering firms will be invited to attend interviews and the following talking points will be sent in advance:

1. **General (PM):** Possible construction schedules, including summers and school year (second shift)
2. **Doors and Casework (Lead Architect):** Discuss corridor doors and code issues (new transoms, reduced from double to single, magnetic hold-opens, etc.). Casework – initial thoughts on typical classrooms and Art rooms. How best to program this work and who will do it.
3. **Exterior (Envelope Lead):** Initial impressions. Pros/cons of 100% repointing versus selected repointing for a “25-year” school. Past experience dealing with ACBM/PCB caulking. Benefits of cleaning and applying breathable coatings. Thoughts on infra-red and water testing.
4. **Mechanical:** Keep steam heat or convert to hot water? Ideas on Auditorium system (noise/cooling/rooftop support). Most efficient/sustainable solutions?
5. **Kitchen:** Initial impressions of existing Kitchen? Have you worked with food services vendors previously? Latest trends in food services?

**VIII. Meeting Adjournment at 11:05 am**

Minutes submitted by:

A handwritten signature in blue ink, appearing to read "Joe McDonough".

Joseph F. McDonough, P.E.  
Facilities Director

Posted 5/31/18 3:00pm