



Town of Wellesley  
Request For Qualifications #WFMD - RFQ - FY'26-006  
School Buildings Roofing Assessments

RFQ Designer Submission Evaluation Committee Meeting  
Meeting Minutes, June 3, 2019, 11:30 a.m.  
Wellesley FMD Conference Room  
(888 Worcester Street #370)

Ref: WFMD .01, .11, .15, .21, .38  
FMD-M-25706

**Meeting Attendees:**

Joseph McDonough (Director of Facilities), Steve Gagosian (FMD Design & Construction Manager), Corey Testa (Assistant Executive Director, Town of Wellesley), Nick Ponte (Facilities Custodial Service Manager), Joe Murray (Facilities Project Manager)

**Meeting Minutes:**

- There was a Call to Order at 11:35 AM.
- There was an acknowledgement that we would allow for Citizen Speak; however, there was no one outside of the Committee members who chose to attend and speak.
- There was a brief introduction to the process by Joseph McDonough.
- Each Committee member shared their overall scoring of each of the Submissions, followed by a discussion of the strengths and weaknesses of each.
- Based on the Committee's scores and discussion, the Committee unanimously agreed on the following ranking of the Submissions:
  1. SGH (447 total points)
  2. Gale (414 total points)
  3. Socotec (411 total points)
  4. CSS (390 total points)
  5. RGB (353 total points)
  6. WJE (337 total points)
  7. Gienapp (311 total points)
- There was a discussion regarding whether to interview the top three vs. the top four firms. The Committee then unanimously agreed to interview the top three firms on June 18, 2025:
  - Socotec at 9:00 AM
  - Gale at 10:00 AM
  - SGH at 11:00 AM
- There was a discussion regarding the upcoming interviews. FMD will prepare talking points to send to the Firms being interviewed in advance to assist them in their preparation.
- The meeting was adjourned at 12:45 PM.

Respectfully Submitted,

*Joseph Murray*

FMD Project Manager