

# School Building Committee Meeting Minutes

**PROJECT:** Ivan G. Smith Elementary School, Danvers      **MEETING DATE:** 9.12.17  
**LOCATION:** Danvers Town Hall

**ATTENDEES:** *(Absent in Italics)*

<u>Bldg. Cmte:</u>	- Steve Bartha	- Bill Clark	- Todd Cormier	- Lisa Dana
	- Keelin Dawe	- Tom Flannagan	- David Lane	- Tracey Mara
	- Paul Pawlak	- Mike Perham	- Robin Stein	- Keith Taverna
	- David Thomson			
<u>PMA:</u>	- <i>Chris Carroll</i>	- Joe DeSantis	- <i>Kevin Nigro</i>	- Paul Queeney
<u>Other:</u>	- Ann Freitas			

Meeting called to order at 8:04 AM. Minutes from 6-23-17 meeting approved unanimously.

**Discussion Regarding Designer Service Proposals**

Item	Responsible	Due	Notes
9-12.01	PMA/Town	Record	<p>Paul Queeney (PMA): As an update to the SBC, the initial solicitation for designer services yielded proposals from 2 design firms – Jonathan Levi Architects and Studio G Architects. We made the decision to resolicit designer services in hopes of receiving more proposals. A second Designer RFS was issued by PMA on August 9<sup>th</sup>, 2017, and a second pre-bid walkthrough was held on August 21<sup>st</sup>, 2017. The second Designer RFS included an extended proposal due date of September 7<sup>th</sup>, 2017 in an effort to receive as many proposals as possible.</p> <p>From the time that the second RFS was issued to the proposal due date, PMA made many phone calls to firms who attended the first and second walkthroughs, and other firms who expressed interest in the project. On the proposal due date, 8 additional proposals were received, including a resubmission by Studio G Architects. The new total number of design firms who applied is now 9 firms.</p> <p>PMA discussed the MSBA Designer Selection Process with the SBC. PMA emphasized that the 3 Designer Selection Panel (DSP) representatives from Danvers will need to be able to speak to each firm’s proposal, and need to avoid saying, “this is my first ranked firm” before it is time to vote. PMA distributed a sample Pros &amp; Cons matrix that was given to Town representatives from a different project and explained that a similar document will be provided to the 3 DSP Danvers representatives. PMA also handed out sample MSBA deliverables (subconsultant matrices and reference checks).</p> <p>The first MSBA DSP meeting will be held on October 3<sup>rd</sup>, 2017. At this meeting, all designer proposals will be discussed. At the end of this meeting, the firms will be ranked. The DSP will go around the table and ask each DSP member to assign 3 points to their favorite proposal, 2 points to their 2<sup>nd</sup> favorite proposal, and 1 point to their 3<sup>rd</sup> favorite proposal. It is typical that the top three or four design firms are interviewed, unless there is one clear favorite and the Town decides not to interview. If interviews are to occur, they will take place on October 17<sup>th</sup> (<i>post-meeting note: date changed from October 24<sup>th</sup></i>). At the end of this meeting the design firms will be ranked again, and the Town will enter contract negotiations with the top-ranked firm.</p> <p>PMA encouraged all SBC members to review all designer proposals and reminded the SBC that the evaluation criteria for designer proposals can be found on pages 4 &amp; 5 of the Designer RFS. A Dropbox link will be provided to the SBC by PMA with all proposals, and with a copy of the Designer RFS for reference. PMA requested that all SBC members forward their comments on the designer proposals to Joe DeSantis by 12PM on September 25<sup>th</sup>, 2017.</p>

		<p>An SBC member asked if the MSBA Designer Selection Process includes contract negotiations. PMA informed them that it does not. Contract negotiations will take place after the DSP identifies the most advantageous firm. If an agreement can not be made, the Town can enter contract negotiations with the second-ranked firm. PMA informed the SBC that we can expect to have a designer on board by November 1<sup>st</sup>, 2017. An SBC member inquired about who is on the DSP from the MSBA. PMA agreed to send an email to the SBC with this information. PMA informed the SBC to feel free to contact either Paul Queeney or Joe DeSantis with any questions they may have as they review the design service proposals.</p> <p>A working-group-style meeting was scheduled between PMA and the 3 Danvers DSP representatives on Wednesday, September 27<sup>th</sup> at 11AM in the Toomey Room of the Danvers Town Hall. The meeting will be open to the public, and all SBC members are encouraged to come and be involved in the discussions.</p>
--	--	---

**Meeting adjourned at 8:45AM. Next meeting scheduled for Friday 11/3/2017 at 8:00AM in the Danvers Town Hall.**

Documents attached: n/a

PMA Construction Services assumes, to the best of our knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

**Prepared By: PMA Construction Services**

**Signed: Joseph DeSantis**

**Date: 9.25.2017, rev 11.7.17**