

Approved 10/23/03

**Fire Station Building Committee:**  
Minutes of Meeting October 14, 2003  
Town Hall Conference Room #2 7:00 p.m.

Present: R. McLaughlin, Chairman, L. Saidnawey, Vice-Chairman, D. Baldwin, J. Coakley, John Greene, L. Oates, W. Shea, W. Webster.

Also present: Belmont Fire Chief W. Osterhaus, Assistant Chief D. Frizzell

There being a quorum, the meeting was called to order by the Chairman at 7:10 p.m.  
Comments followed:

Reading of minutes from meeting of September 11, 2003 waived until next committee meeting of October 23, 2003.

Vote on Request for Qualifications/Proposals received from the following list of architects (in no particular order):

Wallace Floyd Design Group, Winter Street Architects, Inc., The H.L. Turner Group, Inc., Donham & Sweeney, Inc., Edward Rowse Architects, Arcaad, Inc., and The Office of Allen M. Lieb, Architects, P.C.

Voting was based upon the criteria detailed in the RFP Section 2.2:

Chairman McLaughlin opened meeting stating committee was to pick 3 finalists from the 7 received. Need to establish form of evaluation; give numeric values to the following designations detailed in the RFP: "Highly Advantageous", "Advantageous", "Not Advantageous", and "Unacceptable".

Member Shea indicated that the minimum requirements require financial statements and 3 proposals are missing financial statements.

Chairman McLaughlin responded that if firm/group is invited to be interviewed, their financial statements could be requested at that time.

A review of proposals followed in a round table discussion. Member Oates started with her review of each proposal. Arcaad – built 2 fire stations, concerned with omissions in their proposal preparation. Turner Group – built 2 fire headquarters, but a statement at the end of their proposal makes no sense. Wallace Floyd Design Group – working on Logan Airport headquarters and Massachusetts's firefighting academy; #2 on her list. Lieb Group – done a lot of fire stations, has a question about CEO. Winter Street, any green building reference? Rowse did make green reference. #1 on her list is Donham & Sweeney.

Chairman McLaughlin – believes quick review is way to proceed. Partner gave him information re: Arcaad & some problems people have had with firm. Agrees with Member Oates, Donham & Sweeney are outstanding, awards & deep experience. In his top 3 to be interviewed. Winter Group, local firm, Ass't Chief Frizzell agrees that Winter Street is in the running. Chairman McLaughlin states his concern with out of state

architects, Massachusetts has archaic bidding laws, architects need to know local construction scene. Prefers someone local. The Wallace people are competent architects; working on some big projects (Big Dig, Logan Airport) Belmont Fire Station project may get lost (not of same stature as some of their other projects). Lieb has 4 architects. Brett Donham & Winter @ top of list, "less enthusiastic" about Arcaad. Tend not to go with out of state people.

Chief Osterhaus: Did not get highest recommendations on Lieb from Watertown and Cambridge Fire Depts.

Ass't Chief Frizzell: Had been told that there were problems at start-up in Cambridge.

Member Saidnawey presented his summary of proposals. Donham & Sweeney #1 on his list. Winter and Wallace Floyd are contenders. Wallace Floyd built several fire stations, can start immediately, and specified they can meet deadlines.

Member Saidnawey also mentioned his concern re: travel time and being billed for meeting attendance if out-of-state firm gets contract.

Member Baldwin presented his summary of proposals. Donham & Sweeney #1 on his list, looked at resumes, etc. A+ approach, what fire station/neighbors need if a plus. Received historical awards, oldest firm. Wallace Floyd #2 on his list, local, 20-person firm, use of local consultants. Turner, all encompassing, consultants' part of group. Arcaad, smaller firm, worked in town, familiar with town.

Member Shea presented his summary of proposals. #1 Donham & Sweeney, #2 Winter Street, #3 Wallace. 3 without financial statements not included. Turner made obvious mistake in referring to Belmont as Nashua in their proposal.

Member Webster presented his summary of proposals. Donham & Sweeney – in 5 years built 2 fire stations, 36 years experience. Lieb has 9 people, 3 new fire stations and 4 rehabs in 5 years. 3 consultants women. Winter Street – 16 years experience, 20 staff, 8 stations in 5 years, good proposal, looked at cost of proposal.

Member Greene presented his top 3 proposals. Donham & Sweeney, Lieb and Wallace. Eliminated companies not in Massachusetts, in tough economic times need to keep it local.

Chief Osterhaus presented his top 3 proposals. Donham & Sweeney capable, Winter and Wallace. Lieb out of picture based upon comments he heard earlier in day (see above).

Member Coakley presented her top 3 proposals. Donham & Sweeney, Floyd, Winter Street. Interested in environmental impact, etc.

Asst. Chief Frizzell presented his top 3 proposals. Winter, Wallace Floyd & Donham & Sweeney in no particular order.

Chairman McLaughlin: Donham & Sweeney used for fire station in Wellesley, weak in contract administration, needed Brett @ meetings. Positive – hit track running.

Asst. Chief Frizzell – Donham & Sweeney part of team, McLaine & Charles Peter Brooks on top of things. Charles Peter Brooks seems to be a nice guy, is LEED-certified.

Chairman McLaughlin – what is first yard marker? Leaning towards interviewing 3-4 people?

Member Oates – Donham & Sweeney out in front, Wallace & Winter neck in neck. Little for Lieb and Arcaad.

The group unanimously endorsed the following 3 finalists (in no particular order) Donham & Sweeney, Wallace Floyd Design Group and Winter Street Architects, Inc. The 3 finalists chosen based upon evaluation criteria.

Member Shea – need to check references of Ayer and Dracut fire stations.

Chairman McLaughlin suggests that interview first and then check references. Need to send written notification of selection process. Stacey to draft letter with following information. Following discussion of 7 proposals submitted and consistency with previously adopted criteria and particularly with fire station sustainable design and concern for proximity (to town project in) unanimously agreed 3 finalists were: (in no particular order) Donham & Sweeney, Wallace Floyd Design Group and Winter Street Architects, Inc.

Chairman McLaughlin discussed letter received by Asst. Chief Frizzell from The Designer Selection Board (dated October 6, 2003). Committee must forward schedule for project along with expected occupancy date. Website address given for form, etc. Stacey to download form and email it to committee members.

Chief Osterhaus – can expect occupancy Fall of 2006.

Chairman McLaughlin asks Stacey to draft a letter to Executive Director of Designer Selection Board with return address:  
Belmont Fire Station Building Committee  
Belmont Town Hall  
P.O. Box 56  
Belmont, MA 02478  
Stacey will draft letter and send to Chairman McLaughlin for review/signature.

Chairman McLaughlin asks Stacey to create a spreadsheet/table for each of the 3 finalists. Stacey will create form and email/fax it to members of committee on Wednesday, October 15, 2003.

Asst Chief Frizzell – need to make sure each of the 3 finalists have met the evaluation criteria – Member Shea will do this.  
Chairman McLaughlin – Evaluation criteria of 7 proposals:

Donham & Sweeney, Winter & Wallace: In areas of experience, quality of work, Public Sector Knowledge and Sustainable Design are highly advantageous.

Rowse & Tuner: In areas of Public Sector Knowledge are not advantageous.

Rowse, Arcaad & Lieb: In area of Financial Statement are unacceptable.

Arcaad: In area of Minimum Requirements is incomplete.

Arcaad: In area of Experience is not advantageous.

Chairman McLaughlin – Interview process: interview date, Tuesday, October 21, 2003 from 9-11 a.m. in the Town Hall Selectman's Office. Each finalist will have maximum of 30 minutes for presentation. Committee will have 15 minutes for question and answer session. Who should attend interview? Senior person and project team, outside consultants are not needed. Order of interviews: Donham & Sweeney at 11 a.m. Winter and Wallace at 9 a.m. or 10 a.m.

Members agree on scoring for criteria for interview. Unacceptable 0 points, Not Advantageous 1-3 points, Advantageous 4-6 points, Highly Advantageous 7-9 points. 9 is the best rating firm can receive.

Chairman McLaughlin will ask legal questions regarding contracts, consultants, insurance, etc.

Committee members should bring RFP to interview.

Plan on taking 15 minutes to fill out scoring chart.

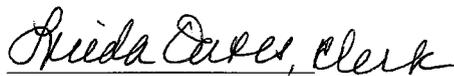
Member Oates - At end of interview need to check references, committee members will check references. If member hears negative comments will notify other members via email/fax.

Final vote subject to references being checked following day winner notified and letters sent out to others.

Chairman McLaughlin asks if committee has new business. Chief Osterhaus received information regarding grant program for removal of underground storage tanks. No mitigation, have to own land before can apply for grant.

Upon a motion by Member Baldwin the meeting was adjourned at 9:10 p.m.

Respectfully submitted,



Linda Oates, Clerk