

Approved/MSD

Fire Stations Building Committee

Minutes of Architect Finalist Interviews

October 21, 2003

Present: Committee members R. McLaughlin, Chairman; L. Saidnawey, Vice Chairman; William Webster, Treasurer; Linda Oates, Clerk; Joanne Coakley.
Also: Belmont Fire Chief William Osterhaus and Assistant Chief David Frizzell
Committee members not present: D. Baldwin, J. Greene, W. Shea

The three firms interviewed were: WallaceFloyd, Winter Street and Donham and Sweeney.

Interviews took place at 9am (Wallace Floyd), 10am (Winter Street) and 11am (Donham and Sweeney).

WallaceFloyd lead speaker was Leonard J. Bertaux; Winter Street lead speakers were Paul Durand and Mark Meche; Donham and Sweeney was lead by Bret Donham. Each presentation lasted 35-40 minutes with a question and answer period of 15 minutes followed by Building Committee group discussions in Executive Session. (A page with summaries of the 3 Executive Sessions will be released when there is no need for the information to be kept confidential any longer.)

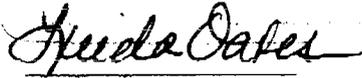
Final discussion of candidates ensued with the following points:

1. Experience: Donham and Sweeney had the most advantageous experience, especially with towns similar to Belmont; Winter St. had advantageous experience due to large numbers of completed fire station projects but these projects were smaller than the proposed Belmont project and WallaceFloyd was least advantageous in regard to experience, having done Logan Airport's fire facility with a basically unlimited budget.
2. Quality of work: all candidates had sources for letters of recommendation.
3. Public Sector knowledge: all candidates had had experience with public sector buildings.
4. Sustainable design: all candidates said they would be able to provide "green" designs up to and including Leed (Leadership in Environmental and Energy Design) certification if that is desired.
5. Consultants and subcontractors: all candidates provided comprehensive lists of consultants and subcontractors they would call in on the project.
6. Capacity: all candidates said they would be able to handle the project in a timely fashion.
7. Minimum requirements and
8. Financial requirements were handled earlier in the process when the 7 candidates were narrowed down to 3 candidates.

Upon completion of the last Executive Session, a motion was made by Member Oates, seconded by Member Coakley to vote on the candidates. By virtue of the Donham and Sweeney experience and the fact that the firm had a significant acquaintance with the Belmont Town system, the top spot was given to Donham and Sweeney, the second spot to Winter St. and the third spot to WallaceFloyd.

The Committee will meet per schedule on Thursday evening for full Committee notification.

Respectfully submitted,



Linda Oates, Clerk

Fire Stations Building Committee

Minutes of Executive Sessions

Tuesday, October 21, 2003

Executive Session #1:

The group went into executive session upon a motion by Member Oates and a second by Vice Chairman Saidnawey @10:00am during which time the committee felt WallaceFloyd demonstrated innovative details and could "think outside the box" but had less experience than the other two candidates. Executive Session ended at 10:08 upon a motion by Member Oates and a second by Vice Chairman Saidnawey.

Executive Session #2 Upon a motion by Vice Chairman Saidnawey and a second by Member Webster, the Executive Session began at 11:00am. Discussion ensued with note being made of less rigorous presentation by Winter St., along with the fact that their projects had been smaller than what we anticipate. The committee went out of Executive Session at 11:08am upon a motion by Member Oates and a second by Vice Chairman Saidnawey.

Executive Session #3: Upon a motion by Member Oates and a second by Vice Chairman Saidnawey, the Executive Session began at 12:10pm. Included were observations about Donham & Sweeney's detailed knowledge of the Town's organization and the need for dealing with various factions, neighborhoods, etc. The prior projects done by Donham and Sweeney gave them an edge over the other candidates. The Executive Session was ended at 12:20pm upon a motion by Member Webster and a second by Vice Chairman Saidnawey.