

Approved 10/23/03

Fire Stations Building Committee
Minutes of meeting held 9/11/03
Town Hall conference room #4 @ 7:00 pm

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

Also Belmont Fire Chief W. Osterhaus.

Absent: J. Greene

Also present: Mr. Lovering of Leonard St.

There being a quorum, the meeting was called to order at 7:05 pm.

The minutes of the 8/20/03 meeting were approved with changes upon a motion by Member Webster and a second by Member Baldwin.

From Member Webster:

--Note proposed budget by Brett Donham. 11.5% contingency fee, \$5,000 for legal fees.

--The Committee's first legal bill is from Morrissey and Hawkins. For bill to be paid, 5 members of the Committee must endorse that bill should be paid. The bill is for legal research and telephone consultations. 5 committee members signed off on the bill. The committee votes on payment of bill only if it is of a significant amount (that figure has not been fixed by the Committee).

From Chairman McLaughlin:

--He spoke with town counsel and had minor RFP changes offered by lawyer Hawkins.

--The Permanent Bldg. Comm. put in a contract with many blanks so blanks have to be filled, such as Who will be contacted with questions? Ass't. Fire Chief David Frizzell. Put yellow books on the web? David Frizzell. (Member Oates reports that she has placed copies of both the "big" yellow book and the "little" yellow book in the Town Clerk's office.)

--With RFP responses, there should be 4 copies if it is be CD ROM, other wise, 11 copies.

--Per statute, notice will be put in the Central Register and the Belmont Citizen for 2 weeks with request that responses be in by Friday, Oct. 10th. Need to include estimated cost of construction and ? will that be negotiated?

--Evaluation criteria: ?divide into most advantageous, moderately advantageous and least advantageous categories. We will need a record of the vote on how all respondents were ranked after interviews. The group went over the handout from Chairman McLaughlin which outlined the requirements of returned proposals, particularly the points listed under 2.2 (Evaluation Criteria) of the Request for Proposals. (Sheet attached, complete document on file at the Town Hall Selectmen's office.)

- Interviews will be conducted by a subcommittee of this committee.
- Who will negotiate on fees? A subcommittee of our committee.

--The next meeting is to be Tuesday, Oct. 14th in anticipation that RFP responses will be back and we can discuss interview details.

- Member Webster said he will distribute copies of responses on Friday, Oct. 10th.
- Member Webster has been getting names for peer review. He also showed an example of a news release we could use.

--Noted: we still don't own the Trapelo Rd. land

--Upon a motion by Member Webster and a unanimous vote, the meeting was adjourned at 8:15 pm.

Respectfully submitted,



Linda Oates, Clerk

projects where these consultant's services have been utilized;

- g. Resumes (see subsection 2.3 below);
- h. A statement in which the applicant certifies that the information provided is correct, under the penalties of perjury (M.G.L. c. 7, s. 38E); and
- i. Certifications required to be returned with proposal in the form as attached hereto.

2.2 **Evaluation Criteria.** Applicants will be evaluated on their ability to demonstrate:

- a. Experience: Previous experience with location and design of fire stations.
- b. Quality of Work: Previous work projects will be viewed and/or customers interviewed to determine the quality of work provided.
- c. Public Sector Knowledge: Previous experience and knowledge of current Massachusetts' public construction laws, bid specifications, and bidding procedures.
- d. Sustainable Design: Previous experience and knowledge of sustainable design or so-called "green development."
- e. Consultants and Subcontractor: All evaluation criteria will be used to review the qualifications of persons or firms who will be employed by the designer. Belmont reserves the right to reject the use of any consultant or subcontractor and require the successful applicant to substitute a consultant or subcontractor reasonably acceptable to the Town of Belmont.
- f. Capacity: The ability of the applicant to undertake and complete the project in the time frame established by the RFP.
- g. Minimum Requirements: The materials required in Section 2.1 above will be reviewed to determine how well the applicant meets or exceeds the requirements.
- h. Financial Statement: Submit a statement from an independent certified public accountant (CPA) stating that he/she has examined the applicant's internal auditing controls. Said CPA shall prepare a most recent annual audited or sworn to balance sheet and income statement prepared according to Generally Accepted Accounting Principles (GAAP) in accordance with M.G.L. Chapter 7, Section 38(3).

The Town will assess the relative merits of each Proposal by assigning to each applicant, with