

Meeting Minutes – June 11, 2015

Public Safety Building Committee

Attending the meeting are committee members Mark Tocci, Carol McLeod, Eric Shears, Rick Pinciario, Bob Sinibaldi, Ralph Spencer and Richard LeSavoy.

Also attending was Sarah Shelly from Project Dog

Meeting commenced at 6:30 PM

Carol made a motion to approve the minutes from the March 26th meeting. Bob seconded the motion and the minutes were approved unanimously.

- The committee received 11 proposals as a result of the electronic bidding process.
- We received two files from Project Dog. One is the “technical proposal” file and the second is the “pricing” file. The pricing file will not be opened and held securely by Eric Shears.
- Chief Shears offered a “checklist” document designed to assist in an initial review of the content items each proposal is required to have.
- The committee agreed that the thumb drive containing the 11 technical proposals will be duplicated and provided to each committee member.
- The committee then opened the technical proposals drive and reviewed each of the eleven proposals for required content. Ten of the eleven proposals contained all of the 8 non pricing content requirements. One proposal included the pricing with the technical proposal which resulted in their disqualification.

The goal for our next meeting is for the committee to begin grading the evaluation criteria in an effort to narrow the candidate proposals to the top three. We agreed that each committee member will provide a grade using the point system for each evaluation criteria for each proposal. The results will then be discussed to arrive at a consensus.

The committee discussed the likelihood that the time frame will be extended from the March 26 meeting estimate. We expect we will need the next two meetings at least to identify the top proposals and then schedule interviews.

The next meeting of the committee will be on Thursday, June 18 in the firehouse conference room at 6:30 PM

The meeting adjourned at approximately 8:15 PM

Sub Bid Review

Company	Trade Type	Technical Proposal	Price Proposal	Bid Package	Action	Comments
CSS Architects Inc, 107 Audubon Road,Wakefield, MA 01880	01 Design Services for Feasibility Study	View File	View File	View File	Approve Reject	ALL 10
DiMarinisi & Wolfe, 2 Park Plaza Suite 400,Boston, MA 02116	01 Design Services for Feasibility Study	View File	View File	View File	Approve Reject	ALL 10
Kaestle Boos Associates Inc., 416 Slater Road,New Britain, CT 06050-2590	01 Design Services for Feasibility Study	View File	View File	View File	Approve Reject	All 10
The Carell Group Inc., 85 Main Street,Hopkinton, MA 01748	01 Design Services for Feasibility Study	View File	View File	View File	Approve Reject	All 10
Donham & Sweeney, 68 Harrison Avenue,Boston, MA 02111	01 Design Services for Feasibility Study	View File	View File	View File	Approve Reject	All 10
Reinhardt Associates Inc., 430 Main Street,Agawam, MA 01001	01 Design Services for Feasibility Study	View File	View File	View File	Approve Reject	All 10
Allen Lieb Architects & Associates, 89 Newbury Street,Danvers, MA 01923	01 Design Services for Feasibility Study	View File	View File	View File	Approve Reject	All 10
ORG, 33 1/2 Union Square,Somerville, MA 02143	01 Design Services for Feasibility Study	View File	View File	View File	Approve Reject	All 10
HKT Architects Inc., 35 Medford Street,Somerville, MA 02143	01 Design Services for Feasibility Study	View File	View File	View File	Approve Reject	Price Proposal
Johnson Roberts Associates, 15 Properzi Way,Somerville, MA 02143	01 Design Services for Feasibility Study	View File	View File	View File	Approve Reject	All 10
Tecton Architects, One Hartford Square West,Hartford, CT 06106	01 Design Services for Feasibility Study	View File	View File	View File	Approve Reject	All 10

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