

## Meeting Minutes

Name of Committee: Devotion School Subcontractor Prequalification Committee  
Meeting Date: 6 July 2016 Time: 3:00 p.m. Meeting Location: Town Hall, Room 111.  
Attendees: K. Kaplan, Brookline Building Commission, J. Hirst Shawmut Design and Construction, J. Miller, HMFH Architects, R. Masak, Brookline Building Department (voting members), D. Geanakakis, Purchasing Department, T. Guigli, Building Department

Next Meetings: 20 July 2016 at 3:00 p.m. in Town Hall Room 111.

Topic: Approval of Meeting Minutes

Motion to approve the minutes of 17 March 2016. *Unanimously approved.*

Topic: Discussion of Selection Process

T. Guigli stated that the “statement of qualifications” (SOQ) of firms interested in bidding the filed sub bid work of “Guaranteed Maximum Price #2” (GMP#2) in response to the “Request for Qualifications” (RFQ) were due on 23 June 2016. He distributed a list of those firms that participated and noted that all voting members had received a package containing one (1) copy each of the SOQs as well as the RFQ. The prequalification process is described in the RFQ and committee members are encouraged to begin work on it now as the process should be completed by the end of the month in order to keep to the project schedule. SOQs should first be checked for compliance with mandatory requirements and then for all of the other rating criteria. Committee members are also encouraged to begin the process of reference checks now, as receiving responses can at times be a challenge.

Topic: Approval of RFQ and other documents

In addition to the RFQ and SOQs, Committee members were provided a draft of the reference check questionnaire and the RFQ scoring system. After some discussion, the committee voted to approve the RFQ, its scoring system and the reference check questionnaire. To be prequalified, each firm must have at least 25 of a possible 50 points in the category “Management Experience”, 15 of a possible 30 in the category “References” and 10 out of 20 in the category “Capacity to Complete Projects”. In addition to those requirements, each applicant must have a minimum of 70 of the possible 100 aggregate total of all three categories. Finally, firms that demonstrate they are a “Women Business Enterprise” (WBE) or “Minority Business Enterprise” (MBE) as determined by the “Supplier Diversity Office” (SDO) may receive an additional 5 points.

Topic: Mandatory Requirements

The committee discussed certain de minimis issues with a handful of the responses, such as interest forms email to the wrong address, duplicate submissions and incorrect number

of SOQ copies and acted to accept the SOQs as these items were deemed not material to the submissions.

Topic: Readvertisement of Certain Trades

It was noted that only one (1) SOQ was received in the trade category “Elevators”. In accordance with the regulations of the Office of the Inspector General, this category will be readvertised.

Meeting Adjourned at approximately 3:45 p.m.

Respectfully submitted,  
Anthony Guigli  
Owner’s Project Manager

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