

Meeting Minutes

Name of Committee: Devotion School Subcontractor Prequalification Committee
Meeting Date: 20 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 (SDC), J. Miller , HMFH Architects, R. Masak, Brookline Building Department (voting members), D. Geanakakis, Purchasing Department, R. Hoogasian, Building Department, T. Guigli, Building Department

Next Meetings: 27 July 2016 at 3:00 p.m. in Town Hall Room 111.

Topic: Approval of Meeting Minutes

Motion to approve the minutes of 7 July 2016. ***Unanimously approved.***

Topic: Discussion of Statement of Qualifications (SOQ)

The Committee discussed the SOQs and the requirements of the Request for Qualifications (RFQ) for the Edward Devotion School project. It was noted that a handful of firms included with their SOQ surety letters that referenced 100% versus 110% of the estimated cost of the work of any given trade. In addition, one firm neglected to include the Department of Capital and Asset Management (DCAM) "Statement of Eligibility". As it was noted these items do not affect the point score of any given applicant, the committee decided to allow the firms in question to submit the required documents before its next meeting.

Town of Brookline staff presented the reference checks and draft scorecard of the following trades; HVAC, Plumbing, Fire Protection, Miscellaneous Metals, Acoustic Ceilings and Elevators. After some discussion and review of the scorecards and references, the committee took the following action:

Motion to prequalify the following firms for the HVAC filed sub bid for the Edward Devotion School; CAM, Enterprise, General Mechanical, Harold Brothers, J.F. White, KMD, N.B. Kenney and P. J. Kennedy. ***Unanimously Approved.***

Motion to prequalify the following firms for the Miscellaneous Metals and Ornamental Iron filed sub bid for the Edward Devotion School; Berlin Steel, EDM, Quinn Bros of Essex, Roman Iron Works, V&G Iron Works and United Steel (on the condition United Steel furnish the appropriate surety letter as noted above). ***Unanimously Approved.***

Motion to prequalify the following firms for the Fire Protection filed sub bid for the Edward Devotion School; Carlyle Engineering, City Point, Cogswell, Covenant, Hampshire, Rustic, Xcel and Yankee Sprinkler. ***Unanimously Approved.***

Motion to prequalify the following firms for the Acoustic Ceiling filed sub bid for the Edward Devotion School; Central Ceilings, Cheviot, K&K and Brennan Interiors (on the

condition Brennan Interiors furnish the appropriate surety letter as noted above).
Unanimously Approved.

Motion to prequalify the following firm for Elevator filed sub bid for the Edward Devotion School; Eagle Elevator. ***Unanimously Approved.***

J. Miller of HMFH Architects presented the reference checks and draft scorecard of the following trade; Painting. After some discussion and review of the scorecards and references, the committee took the following action:

Motion to prequalify the following firms for Painting filed sub bid for the Edward Devotion School; Alpha, Homer, King, Dandis and Bello (on the condition Bello furnish the appropriate surety letter and Certificate of Eligibility as noted above). ***Unanimously Approved.***

The Committee will consider the remaining trades at its next meeting.

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 was readvertised. Responses from interested firms are due on 28 July 2016.

Meeting Adjourned at approximately 4:00 p.m.

Respectfully submitted,
Anthony Guigli
Owner's Project Manager