

Meeting Minutes

Name of Committee: Pierce School Owner's Project Manager Selection Committee

Meeting Date: 24 June 2020 Time: 9:00 a.m. Meeting Location: WebEx

Attendees: B. Greene, H. Charlupski, S. Federspiel, J. Fierman, K. Kaplan, N. Peck, M. Gillis, J. Yadoff, T. Guigli, R. Saville

Next Meeting: Interviews on 8 July 2020, from 9:00 a.m. to 11:00 a.m. and on 9 July 2020 from 2:00 p.m. to 4:00 p.m., via Webex or Zoom. Subsequent Final Selection Meeting TBD

Topic: Discussion of Process and Schedule of Owners Project Manager (OPM) selection

T. Guigli provided a description of the process and requirements of the OPM selection process. The Commonwealth of Massachusetts Office of the Inspector General (IG) issues regulations and bulletins on public sector procurement processes. It states that the selection of an OPM should follow the rules for designer selection, which requires awarding authorities to establish their own processes that are in keeping with the IG Office regulations. The Town of Brookline (TOB) response to that is and has been the appointment by the Select Board of a Committee of Seven, comprised of one member of its Board as Chair, three members of the Building Commission and three representatives of the using agency (in this case the School Committee). Recently, the Select Board appointed the Committee of Seven for the OPM Selection with the following members; B. Greene (Chair), H. Charlupski, S. Federspiel, M. Gillis, J. Fierman, K. Kaplan and N. Peck.

The Massachusetts School Building Authority is involved in the OPM selection process from beginning to end. It has standard forms and contracts, including the Request for Services (RFS) and a detailed set of reporting and documentation requirements. Beyond that, once the OPM selection is made by the TOB, and contract negotiations are completed, the final contract, executed by the OPM but not by the TOB is presented to the MSBA OPM Board for their review and approval. Only then may the TOB move to execute the contract. The MSBA OPM Board meets roughly every 4-6 weeks. The options suggested for the Pierce Project were the 3 August or 14 September 2020 meetings. To date staff has been working toward the earlier meeting, which is a challenge based on the fact that the MSBA requires the final selection package and contract delivered to it no later than 8 July 2020. Discussion then took place on the schedule. It was noted that the TOB would need to complete interviews, select a finalist, negotiate a contract, assemble the presentation package and submit it to the MSBA by 8 July might not be the best approach given the fact that this is such an important project. It was thought a little more time would be beneficial. It was agreed that the Town would ask the MSBA to move its slot from the August to the September Meeting. T. Guigli to get back to the Committee as to the MSBA response.

Topic: Review of Owner's Project Manager (OPM) Proposals

Staff of the Building Department, School Department and Purchasing worked collaboratively on the crafting of the RFS and its implementation to date, including a site visit for interested parties, communicating with the MSBA, issuing added information as needed, receiving proposals and otherwise facilitating the selection process. The RFS was advertised in the Commonwealth of Massachusetts Central Register on 3 June 2020 and in the Brookline TAB on 4 June 2020 to fulfill the advertising requirements of the IG office; to include a local newspaper. In addition, it was posted on COMMBUYS. Proposals from interested parties were due 18 June 2020 at 2:00 p.m. local time. Nine (9) such proposals were received, from the following firms: CBRE/Heery, Terva Corp., NV5, Anser Advisory, Hill International, Leftfield, Atlantic Construction & Management, CHA and Dore + Whittier. Upon receipt, each proposal was reviewed to determine whether they met the "Minimum Requirements" for evaluation, and it was determined that indeed each proposal meets them. Next, each member of the Selection Committee was given one (1) original of each proposal for review and for scoring per the "Evaluation Criteria" of the RFS, and a simple excel spreadsheet to record and tally the scores. Based on the data received, each firm was given a total score based on the average of each reviewer's total assigned to them.

The Committee discussed the merits of each proposal. With regards CHA, J. Fierman noted that in her private practice she had represented Daedelus prior to its being bought or merged with CHA. She was not part of said merger and it has been years since she worked with Daedelus or Richard Marks. This disclosure had been shared with the Town of Brookline Purchasing Division prior to the meeting who determined there is no conflict of interest. Beyond that, the Committee discussed the staffing and extensive experience the firm and its staff have with larger and more complex public construction projects and with the MSBA.

It was noted that Dore + Whittier has extensive school experience in both Newton and Lexington. N. Peck noted he had worked with M. Burton while at Turner and knows him to be very qualified, hard-working and intelligent. The Dore + Whittier group appears to be a separate entity or division of the firm's design practice. Both Leftfield and Hill International are currently serving the Town of Brookline as OPMS, working on the Driscoll School and High School (BHS) projects, respectively. Both firms have extensive public construction experience.

Concerns are that Leftfield currently has a lot of work and it is a smaller firm. In addition it was noted its start on the Driscoll Project was difficult (not necessarily attributed to their firm). Now, it appears those issues are in the past and they seem to be doing a good job so far. With BHS it is recognized there are significant budget and potential schedule issues. It is a complicated project and has suffered unexpected costs and it is thought that, without further study, the issues cannot necessarily be assigned as yet to any of the entities of the project team. Given the challenges, overall most think it is doing a good job. A concern was expressed that Hill might not have a lot of contacts with contractors and subcontractors which might be less beneficial.

M. Gillis stated he had heard good things about T. Gentry of CBRE/Heery, but has had no direct experience working with him. Others noted that the firm's school experience, with the exception of Worcester, is mostly in suburban or rural communities. It is also unclear to some as to the relationship between "CBRE" and "Heery".

NV5 has experience with public school projects but the committee felt most are not the size or complexity of the Pierce Project. Some Committee members liked that Anser Advisory appeared to address, at least generally, what they think are some of the challenges to the Pierce project. Their experience in urban public schools is limited with Chelsea standing out as a notable exception.

It was noted that most of Terva's experience to date on relevant projects has been in a partnership with Leftfield. Atlantic Construction & Management appears to have the least public school experience.

Topic: Rank Proposals, short-list firms for interviews and discuss interview format and dates

In discussion the scoresheets prepared by each reviewer, it seemed that B. Greene may have not received or not seen the financial information on three of the firms. After some discussion with Committee members, he felt comfortable in going back to revise the scoresheets. After a short break the score sheets and final tallies were revised. The top four ranked firms are CHA, Dore + Whittier, Hill International and Leftfield.

After further discussion, the Committee decided to interview the four (4) top ranked firms. The interviews will be held on the morning on 8 July 2020 (9-11:00 a.m.) and the afternoon of 9 July 2020 (2-4:00 p.m.). Each firm will be asked to submit a copy of an actual monthly report for review by the committee in advance of the interviews. The Committee also discussed the importance of advancing equal employment opportunities for women and minorities and the encouragement of MBE and WBE participation in the project overall. J. Fierman will work with B. Greene to include language asking the interviewees to submit information related to this in advance of the interviews, not as a determining factor but as a matter of interest.

Motion by Chair Greene, seconded by H, Charlupski:

To interview the top four (4) ranked firms for the Pierce School Project Owner's Project Manager services as follows; CHA, Dore + Whittier, Hill International and Leftfield.

Unanimously approved by roll call vote:

Meeting Adjourned at approximately 10:30 a.m.

Respectfully submitted,
Anthony Guigli
Project Administrator

John R. Pierce School Owner's Project Manager - Request for Services

Summary Scoresheet of Reviewers

Reviewers	Firms									
	CBRE/Heery	Terva Corp.	NV5	Anser	Hill	Leftfield	Atlantic	CHA	Dore+Whittier	
Greene	85	85	91	88	89	87	89	93	89	
Charlupski	88	77	87	94	96	90	74	96	96	
Federspiel	89	82	92	87	97	83	82	95	95	
Gillis	88	92	84	86	86	94	82	91	83	
Fierman	89	83	94	89	86	88	92	94	90	
Kaplan	86	72	88	79	87	84	69	85	80	
Peck	95	85	85	94	96	97	82	93	95	
Average Score	88.5714286	82.2857143	88.714286	88.14286	91	89	81.42857	92.42857	89.71428571	

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