

Town of Seekonk  
South End Fire Station  
Building Committee

Committee Members Attendance:

David Viera (Chairman)    Michael Bourque (Vice Chairman)    Nicholas Rondeau (Clerk)  
 David Sullivan (Member)    James Tusino (Member)

Other Attendees: Chief Rave, Town Admin. Cadime, Selectmen Zorra

---

Meeting Date: 2/18/2021

Time: 7:03 PM

*Per Governor Baker's Order suspending certain provisions of the Open Meeting Law, G.L. c. 30A, sec. 20 the public will not be allowed to physically access this South End Fire Station Building Committee meeting. However, public comments and questions may be submitted to the Board in advance of the meeting by sending an email to [SeekonkSEFSBC@gmail.com](mailto:SeekonkSEFSBC@gmail.com) prior to or during the meeting.*

*This Committee Meeting is being audio and visually recorded using the Town's Zoom account.*

*Please notify the Chairman at this time or at any point during the meeting if anyone watching this meeting is also audio and/or visually recording the meeting.*

Mr. Viera called meeting to order at 7:03pm, February 18<sup>th</sup>, 2021.

Roll Call: Nick Rondeau - Yes, Jim Tusino - Yes, David Sullivan - Yes, Michael Bourque - Yes, David Viera - Yes, In attendance: Mr. Cadime, Mr. Zorra, Chief Rave

Governor Baker's Order message read.

Chairman Viera: This meeting is to discuss the submitted OPMs and to now review the narrowed down submissions that the Sub-Committee decided on February 17, 2021.

Sub-Committee Chair Tusino: The town received 7 submitted OPM proposals listed below. At the February 17, 2021 Sub-Committee meeting we met reviewed and narrowed the 7 down to 4 which we are presenting at this meeting.

*Keough Construction  
Pomroy Associates  
Terva  
CGA Project Management  
Colliers International  
Hill International  
P3 Inc*

Town of Seekonk  
South End Fire Station  
Building Committee

The 4 OPMs being submitted tonight are: (In no particular order)

*Pomroy Associates  
CGA Project Management  
Colliers International  
Hill International*

The committee went through each proposal page by page, and using the evaluation form the Town Administrator's Office provided. All four appear qualified. We saw the evaluation criteria met Highly Advantages for Pomroy Associates, the other three were still high.

We did not receive the price proposals, projected costs. The RFQs are not usually included in the proposals but will be negotiated.

Mr. Cadime mentioned that according to the Attorney General's (AG) Office, not to include the price proposals so that the price proposals would not be used in the determination or evaluation process. The Attorney General's Office had a complaint and found other towns to have price proposals and that was used during the evaluation process; it was suggested not to include price proposals.

After the interviews with the Committee a firm or firms will be forwarded to the Selectmen and RFQ and Price Proposals can be seen at that time.

Chairman Viera: To Mr. Cadime should we present 3 or 4 firms to the Board of Selectmen. Mr. Cadime said, it is up to the Committee.

Mr. Cadime mentioned it would be beneficial to have a timeline of the interview meeting to provide the firms so they know how long they will be interviewed and can prepare a presentation to the committee.

Chairman Viera: Asked how we would rank the firms during the interview process. Mr. Cadime mentioned using the current evaluation forms and rank by using "Highly Advantageous, Advantageous, Acceptable, Unacceptable". We can use this format and then use the results of ranking for each firm.

Member Tusino: Mentioned out of the 4 finalists during the Sub-committee meeting two firms stood out, in his mind and is looking forward to the interviews which will be on February 25, 2021.

Chairman Viera asked if we could review the ranking or evaluation discussed last night (February 17, 2021) meeting.

Member (Sub-Committee Chairman) Tusino: P3, Keough, Terva mainly reason why they were not ranked highly was due to the lack of experience of Public Safety Buildings especially Fire Stations compared to the other 4 firms. Hill International not as specific in areas we were looking for. Colliers International look like a sound company and have the capability for what we need. The Sub-Committee did believe that both Hill and Colliers International seem to be a little big due to the size of our project, which was not a ranking factor just something noticed. Firms that did present themselves with higher ranking included Pomroy Associates, they have Massachusetts and Massachusetts Fire experience including Southeastern Massachusetts projects and

Town of Seekonk  
South End Fire Station  
Building Committee

buildings. And they have ties in the area having an office in the Bridgewater area. CGA has Massachusetts and Public Safety experience, at least one Fire project, some local ties.

Chairman Viera: proposed a question to the committee members, what are your thoughts of how many firms to interview.

Member Tusino: Responded saying conducting 4 interviews appears appropriate and will provide all 4 firms we narrowed down to be able to clarify some questions.

Member Rondeau: I have no issue with having four firms present and to do our due diligence. Yes, conducting a meeting and interviews would be easier with three but we want to do our due diligence. No problem doing the four.

Vice-Chairman Bourque: Agree with the four firms.

Chairman Viera: I would agree with the four firms to be interviewed. How long do we want to do the interviews? What is a good timeline?

Member Tusino: We discussed briefly last night about 10 minutes for presentation and about 15-minute questions and answers.

Member Sullivan: Agreed with and reiterated the discussion from last night 10 minutes for presentation, and about 15 minutes for questions and answers for about 25 minutes total per firm and with a 5-minute transition quick discussion.

We do want to have the same questions for every firm during the interviews.

Member Rondeau: The timeline of 10 minutes for presentation and then questions are fine. One option we had last night was possibly come up with the questions tonight and prepare them and possibly have them available ahead of time so the firms could answer the questions and submit them or at least have them prepared just to help with time.

Chairman Viera asked Mr. Cadime do we want to provide the questions ahead of time. Cadime replied, no, we do not really want to we want to have the Firms to have to answer off the cuff.

Member Rondeau: The only reason for mentioning or providing the questions to the Firms ahead of time was due to the situation we are in related to Zoom and being on video and not in person.

Chairman Viera asked how do we want to come up with the questions.

Mr. Cadime mentioned either through Nick or Mr. Cadime will receive all of the questions. Chairman Viera requested if Mr. Cadime could receive and coordinate the questions. Want to provide about 2 minutes per question. And maybe limit to 7 questions.

Town of Seekonk  
South End Fire Station  
Building Committee

Member Tusino: Mentioned that if we (the committee members) create the 7 questions and forward the questions to Mr. Cadime who can coordinate select the appropriate questions and to verify they are not repetitive.

Questions requested to be submitted to Mr. Cadime by Monday March 22<sup>nd</sup> or Tuesday March 23<sup>rd</sup>. In order to be evaluated, selected, prioritized and ready for the March 25<sup>th</sup> meeting.

Mr. Tusino asked Mr. Cadime about the evaluations. Mr. Cadime mentioned that all of the submitted OPMs need to have evaluations completed. If they do not meet all of the criteria at the different levels or processes during the sub-committee and committee's selection process, a completion of the evaluation forms to be completed up to the level the OPM achieved.

Mr. Sullivan asked do we need to reach out to references for the Firms that didn't make the original criteria. Mr. Tusino stated that those Firms that were unacceptable according to the ranking form which was one of the requirements requested of demonstrated experience of past projects of Fire Stations in Massachusetts do not have to have anything further explained in the ranking forms. Which includes the contacting of references.

Mr. Viera asked Mr. Cadime if that we could have a ranking sheet that each committee member will have to use for each interviewee.

Mr. Rondeau asked how the committee wants to format the interview meeting on March 25th. Do we want to invite them for a specific time, or do we want to invite them for the beginning of the meeting time of 7:00pm and then have the OPMs put into a waiting room until their time approaches?

Mr. Cadime said he would work with the Executive Assistants in the Office and also have Assistant Town Admin./Dir. Human Resources C. Days create the Zoom meeting and send out the invites as well as setup the waiting rooms. The Town Administrators Office personnel will send out the information to the OPMs and the timeline of the meeting.

Mr. Viera asked if that between each OPM interview, we could have a 5 minute or so break in between to recap as a committee and allow for transition into the next interviewee. With 30-minute interviews per firm.

Mr. Viera stated he might have made a mistake when we opened the meeting, he stated it was February 19<sup>th</sup> 2021 however it is February 18<sup>th</sup> 2021.

Mr. Viera checking with Chief Rave and Selectmen Chris Zorra stating nothing to add.

Motion to adjourn at 7:41pm, Motion made by Mr. Tusino, Seconded by Mr. Sullivan; Roll Call vote: Mr. Rondeau – Yes, Mr. Tusino – Yes, Mr. Bourque – Yes, Mr. Viera – Yes, Mr. Sullivan – Yes.

Meeting Adjourned at 7:41pm.