

TOWN OF SEEKONK
DEPARTMENT OF PUBLIC WORKS BUILDING COMMITTEE

DATE: Monday March 13, 2023

TIME: 4:00 p.m.

PLACE: Board of Selectmen Meeting Room
Seekonk Town Hall
100 Peck Street
Seekonk, MA 02771

MEETING MINUTES

Present: John Pozzi, Chairman, Michael Gagne, Michelle Hines, Kevin Hurst, Edward Monigan

Absent:

Also Present: David Cabral, DPW Director; Dan Tavares, CGA Project Management (OPM); Marybeth Carney, CGA

- I. Call to Order:** Chairman John Pozzi opened the Building Committee meeting 4:01 PM.
- II. Approval of Minutes:** M. Hines made a motion, which was seconded by Michael Gagne to approve the Meeting Minutes from January 10, 2023, as written. Vote was unanimous.
- III. OPM Report:**
 - A. The Owners Project Manager (OPM) report was shared. Dan Tavares reviewed project updates, which were discussed for record.
 - B. A site tour was conducted on January 18, 2023, members of CGA, the Building Committee and David Cabral were in attendance. The tour was guided by D. Cabral who provided a general understanding of the extent of the landfill and composting areas, as well as locations of the previous test pits. The property boundaries were also identified.
 - C. Designer Services Request (RFQ) was issued February 15, 2023. Twenty-five firms requested the RFQ, fifteen of which were designers, the remainder were engineers, consultants, and construction publication firms. Four architectural firms submitted proposals: Brewster Thornton Group, Providence, RI; HKT Architects, Charlestown, MA; RGB Architects Providence, RI, and Rowse Architects with locations in E. Providence RI and Foxboro, MA.
 - D. The Committee reviewed designer qualifications and discussed the evaluation criteria to determine which firms to interview. CGA shared a draft evaluation form prepared for this project and questioned if Seekonk had its own standard form used on previous projects. CGA will contact Shawn to determine the form to be used. CGA will also share digital copies of the form. The Committee agreed that all four firms should receive an evaluation for record.
 - E. D. Cabral stated that the town is under contract with surveyor to complete a metes and bounds survey. The Town will be sending out notifications to abutters. Survey should be completed by end of March or early April.

- F. D. Cabral mentioned that there were several traffic surveys that had occurred for nearby road projects which could provide good coverage of the area. These locations included the new light and road improvements at the Grist Mill (intersection of Arcade Avenue and Route 114A), new lights and improvements at Luther's Corner, and studies at the intersection of Route 44 and 114A, and Route 44 and Arcade Avenue. These studies included traffic counts, which will be shared.
- G. CGA agreed to follow up with S. Cadime to confirm if a Phase 1 Site Assessment was completed. If not, the designer would provide as part of their services.
- H. CGA reviewed the anticipated schedule noting that the Designer would be on board at the beginning of April 2023. The preliminary schedule is to have contractor bids in hand prior to the May 2024 Town Meeting, but this could be extended to be ready for the November 2024 Town Meeting. CGA mentioned that the initial design phase and site investigations will determine the pace and schedule of the project.
- I. The Building Committee agreed to holding their meetings on the second Wednesday of the month to approve invoices. Additional meetings will be scheduled as needed.

IV. Review and Rank Companies for Designer Services

- A. The Committee reviewed and discussed the four proposals received in alphabetical order.
- B. Brewster Thornton Group (BTG): M. Hines stated that she has worked with BTG on other town projects and liked that they are local, worked well as a team, and responsive. K. Hurst said that BTG was his first choice. They completed the feasibility study, and he liked the design they created. They understood the scope and although the project would continue to evolve. K. Hurst liked their work on the Animal Shelter, but raised concern with the HVAC system, which was more of an installation issue. CGA commented that they have a person dedicated to assisting with community outreach, which is helpful. CGA noted that BTG included a firm that specializes in DPW facilities as part of their design team, as well as their MEP consultant. CGA added that they were familiar with several of their consultants. CGA recommended further review of their consultants should they be selected. CGA noted that the references received were positive.
- C. HKT Architects: K. Hurst noted that this firm has the experience and qualifications for this project but was concerned with their distance to the project as being a potential drawback. M. Hines was concerned that the proposed staffing may not be consistent with who they would put on this project. The committee would like to know how HKT would address the distance to the site. CGA noted that they were familiar several of the consultants on their proposed team adding that the civil and MEP engineers were local firms. CGA shared that one reference provided a positive recommendation based on their expertise but experienced several staffing changes and issues with distance to their site.
- D. RGB Architects: Committee noted that this firm designed the Attleboro DPW. M. Gagne would like to schedule a tour with their department staff to find out their lessons learned post occupancy. E. Monigan said they had only done one DPW facility noting that they were third on his list. M. Gagne said he was not impressed by their proposal. It was discussed that the owner of company had recent legal issues. CGA stated that they received two references, one was positive from 12 years ago; one was negative from a more current project noting that they would not hire them again.

- E. Rowse Architects: The committee noted their team didn't have much experience with DPW facilities and may not be a good fit for this project. CGA is familiar with Ed Rowse and some of his work. CGA noted that they have a local office in East Providence and one in Foxboro, MA. CGA commented that two architects on the team live in Seekonk, which could be helpful, especially when it comes to community outreach. CGA spoke highly of the consultants on their team. CGA shared a positive reference from one of their smaller renovation projects.
- F. Based on the proposal review, references, and discussion of each firm, M. Hines made the motion, which was seconded by K. Hurst, to invite Brewster Thornton Group Architects and HKT Architects to interview. The vote was unanimous. D. Cabral added that he thought these two firms did a good job representing themselves in their proposals. CGA noted that they would continue contacting references on the two shortlisted firms.
- G. Committee discussed the interview schedule, location, format, prepared questions, and items that each firm should address in their presentation. Committee confirmed that the interviews will take place on Wednesday, March 22nd in the Board of Selectmen Meeting Room starting at 4:30pm. Presentation will be 30-minutes followed by 15 minutes for questions. J. Pozzi stated that S. Cadime typically prepared a list of stock questions to ask at the interview. Additional questions could be asked during the interview specifically for each firm. CGA will coordinate with Mr. Cadime and share with the committee in advance. The committee requested that designer presentations include the key members of the team, confirmation of staff continuity, and company stability, noting that the Town had to deal with the challenges when another architectural firm was bought out. CGA will compile a list of items that each firm should present at their interview.
- H. CGA will inform S. Cadime of the Building Committee's review of the proposals and decision to interview the two top firms. J. Pozzi will post the agenda for the next meeting to start at 4PM, with interviews starting at 4:30PM. Following the interviews and final selection, S. Cadime will inform the Board of Selectman of the Committee's decision at their March 29th meeting. Contract negotiations would then follow.

V. Approval of Invoices:

- A. Michelle Hines made the motion to approve CGA Invoices 001 and 002, which was seconded by Michael Gagne. The vote was unanimous.

VI. Public Comment:

- A. None

VII. Other topics not reasonable anticipated by the Chairman 48 hours before the meeting:

- A. None

VIII. Schedule Next Meeting:

- A. March 22, 2023 at 4:00PM in Town Hall Board of Selectmen Meeting Room

IX. Adjournment: Kevin Hurst made the motion to adjourn the meeting, seconded by Mike Gagne, all were in favor, motion passed. *Meeting ended at 5:16 PM.*