

## Plympton Public Safety Building Committee

### Meeting Summary – 07/27/16

- Meeting called to order at 6:03pm. Members Present: Colleen Thompson, Jake Jacobson, Jon Wilhelmsen, Bob Karling, Art Morin, Harry Weikel and Ross MacPherson. Members Absent: Nancy Butler. Advisors Present: Pat Dillon, Warren Borsari.
- Minutes for the 07/20/16 meeting were accepted on motion of AM, second HW, 6-0-1.
- Rob Todesco from P3 to review Request for Qualifications (RFQ) with committee. Design services to consist of the following steps: 1) feasibility of preferred site and master plan, 2) schematic design – detailed drawings and cost estimations, 3) construction documents and specifications. Contract with designer to include right to leave designer at the end of the design phase if needed. P3 included an evaluation metric for committee to evaluate proposals. Due dates need to be amended based on acceptance date.
- CT reports that the Board of Selectmen have agreed to hire P3 and sign a letter of intent. Contract being reviewed by Town Counsel.
- Discussion on RFQ. JW suggests an emphasis on master/campus plan language in RFQ, also need to use either “Town” or “Owner” in RFQ but not both. HW suggests removing the last paragraph in scope of services section referring to alternative sites. JJ asks for clarity on survey work and cost. P3 will assist in finding a qualified surveyor and the town will pay the surveyor directly as noted in the projected budget from 7/20/16 meeting. JJ asks for clarification on comparing bids to an estimate. Designer will submit a cost estimate prior to bid process for committee to evaluate bids. HW suggests adding language for modular option. Rob Todesco suggests removing points rating section of interview process.
- Continued discussion on evaluations. Bids to include a DSB1 form which is a state form listing relevant past projects. RM asks about grant availability for project. JW asks about LEED rebates and programs. BK asks about delays due to grant applications, grants would not significantly delay the project. BK raises concerns about technology longevity and looking forward to keep pace with changing technology. Rob Todesco explains that at bid phase we will spec the newest technology for the project. Planning can be done to make future upgrades easier.
- Time frame for RFQ. Wednesday Aug 3 RFQ published. August 10 walk through for interested parties. Bids due Aug 17. Committee to review bids and interview top candidates.
- Respondents to RFQ to address proposals to Dale Pleau.
- Publish RFQ as amended on motion of HW, second JJ, 7-0-0
- Next meeting 8/24/16 to review proposals for design services.

- Meeting adjourned at 6:49pm on the motion of JJ, second HW, 7-0-0.