

Approved September 7, 2017

Mendon Police Station Building Committee Meeting  
Mendon Town Hall  
Mendon, MA 01756  
Wednesday, August 16, 2017  
7:00 p.m.

I. Call to Order

The meeting was called to order at 7:03 pm by Joe Cronin.

Building Committee Members Present:

Joe Cronin, Police Chief Dave Kurczy, Don Morin, Moritz Schmid, Kathy Schofield, Linda Thompson. Eric Peterson arrived at 7:05pm, Tim Aicardi arrived at 7:06pm and Mike Ammendolia arrived at 7:24pm.

Others Present:

JP Parnas, Mendon resident

II. Approval of Meeting Minutes – June 14, 2017

MOTION: A motion was made by Linda Thompson, seconded by Kathy Schofield to accept the meeting minutes from June 14, 2017.

DISCUSSION: None.

VOTED: Unanimous, with Moritz Schmid abstaining as he wasn't present at the June 14<sup>th</sup> meeting.

III. Welcome

Joe Cronin welcomed JP Parnas to the meeting. JP is new to Mendon and is an architect by profession. He is currently in the process of requesting that the Board of Selectmen add him to the Mendon Historic Commission. Once they do that Kathy Schofield will ask the Board of Selectmen to accept her resignation from the Police Station Building Committee as the Historic Commission representative and will request that she be replaced by JP. This is all expected to take place in the next couple of weeks.

IV. Review Open Action Items on Decision Action Log

1. Work with Chief Kurczy and the abutter to the Town Hall campus to get the town and the neighbor's lawyers together to document an agreement whereby the neighbor will provide up to twenty-five feet along the south side of the town hall campus for a length as far back as needed for a second egress for the new police station.
  - Chief Kurczy stated that he has recently been in contact with the abutter to the Town Hall campus and he is ready to meet with the Town and Town Counsel to document an agreement whereby the Town will be able to gain access to a twenty-five foot strip of land adjacent to the

Town Hall campus to be used for a secondary egress from the new police station. Chief Kurczy will try to set up a meeting to discuss this with all parties present in the next couple of weeks.

2. Reach out to the MURSD and Mendon BOH to determine if the existing variance that the Regional School District has for the use of the sewer line will need to be updated due to the change in building configuration on town hall campus.
  - Don reached out to Tom Fichtner from the Mendon BOH once again to request that they contact the MA DEP to alert them of the change in use of the sewer line servicing the Town Hall campus. Tom assured Don that the BOH would do so in the near future. The MURSD was okay with this action.
3. Contact Assessor's office and ask if the new Police Station can retain the same address as the old one, even though it's occupying a different building that currently has a different address.
  - Chief Kurczy has been in contact with the Assessor's office and the new police station can retain the same address as the current one, which is 22 Main Street. This item is now closed.
4. Determine who maintains the town email distribution lists and add the names of Chief Kurczy and Kathy Schofield to the Police Station Building Committee distribution list.
  - Don submitted a work order to [workorders@worldband.com](mailto:workorders@worldband.com) to request that the two new members be added to the Police Station Building Committee list. That request was completed. This item is now closed.

#### V. Update on Request for Services for OPM

Don handed out a summary of the key dates included in the RFS for OPM and walked the Committee through them. He mentioned that Chief Kurczy and he were able to attend the Site Walk on August 3<sup>rd</sup> to give a tour of the current and future homes of the Mendon Police Department. Nine people from eight firms were represented.

Don mentioned that the Town had received three questions regarding the RFS for OPM, and Joe read the questions and answers drafted by him and Don and approved by Town Counsel. They are as follows:

1. I am writing to request clarification regarding one item in the RFS for the Mendon Police Station renovation project. Item 24 on page 10 of the RFS indicates that you require "Documentation regarding compliance with I-9 Employment Eligibility Verification." Are there specific parameters for this document? We are happy to prepare a signed statement of compliance, but wanted to first be sure that there was not a specific form that would normally be submitted to address this requirement.  
Response: A signed statement of compliance is fine. No specific form is needed.

2. Please confirm that the OPM scope includes a full-time Site Representative/Clerk of the Works during Construction. If only part-time, please indicate number of days per week the Site Representative/Clerk of the Works will be on site during Construction.

Response: The RFS specifies daily construction oversight, but not necessarily for the entire day. We would expect that the right firm would be able to adequately staff the site depending on the fluctuating daily work load so that the Town's interests are protected and the awarded firm will be able to stay within the confines of the allocated budget.

3. Does the Town have a preliminary project schedule? How many months does the Town anticipate for 1) design and 2) construction?

Response: The Town does not have a preliminary project schedule at this time.

MOTION: A motion was made by Moritz Schmid, seconded by Eric Peterson to accept the three questions and responses from the RFS for OPM that have been approved by Town Counsel.

DISCUSSION: None.

VOTED: Unanimous. Don informed the Committee that the Executive Assistant to the Town Administrator and Board of Selectmen (Laura St. John-Dupuis) will email the questions and responses to all firms that attended the site walk and/or corresponded with the Town about the RFS for OPM, and Don will post them to the Mendon Police Station Building Committee web site.

#### VI. Discuss Rating Criteria, Selection Process and Timeline for OPM

As noted above, Don shared the timeline for hiring the OPM with the Committee. The responses to the RFS for OPM are due by August 24<sup>th</sup>. At that time the Committee will need to review the responses and short list the firms over the course of the subsequent week. In order to determine the top two, three or four firms, Don shared an Excel spreadsheet that will be used to collect ratings from the Building Committee members. There are seven categories over which all responders will be rated to determine the top few.

Don asked for suggestions on how to weight the seven categories so that the Committee is putting additional weight on those categories deemed most critical and less weight on those deemed less critical. The Committee aligned on the following weighting:

- Prior Similar Contract Experience – 5
- Documented Performance on Public and Private Contracts – 5
- References – 3
- Management Approach – 1
- Financial Stability – 5
- Qualifications of Consultants and Personnel – 2
- Capability of Firm to Perform Services (workload) – 2

Don agreed to stop by Town Hall on Thursday, August 24<sup>th</sup> to collect the responses in order to distribute them to the Committee members. Those that want hard copies will arrange for a means to pick up copies from Don, while those who want soft copies will receive them from Don via email. Given the aggressive timeline to select the OPM, Don asked if everyone could read the responses and rank them within one week. The Committee members agreed. A meeting will be tentatively planned for August 31<sup>st</sup> to select the top few responders to the RFS for OPM.

VII. Discuss Posting of RFQ for Designer Services

Joe stated that the next step after hiring the OPM is to post an RFQ for Designer Services. Joe agreed to take a first pass at creating this document, using the RFQ from the library project as a template. He added that the actual posting won't take place until after we get an OPM on board as they will be involved with the selection of the Designer.

ACTION: Create a first draft of an RFQ for Designer Services for the Mendon Police Station using the Taft Library document as a template. – Joe

VIII. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

None

IX. Next Meeting Date, Time and Agenda

The Committee agreed to meet on August 31<sup>st</sup> at 7pm to review the ratings of the responders to the RFS for OPM and to come up with the top few to interview. Chief Kurczy offered to have the Mendon Police department assist with the interviews if needed, provided questions can be given to him. Don agreed to look for the interview questions used for the library project to start from and will place the interview questions on the agenda of the August 31<sup>st</sup> meeting for the Committee to finalize.

ACTION: Locate the interview questions used for the library project to be used as a first draft to be reviewed, modified and approved by the Police Station Building Committee at its next meeting. – Don

X. Adjournment

MOTION: A motion was made by Moritz Schmid, seconded by Eric Peterson to adjourn the meeting.

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 7:36 p.m.

Minutes by Don Morin