

Approved October 25, 2017

Mendon Police Station Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Tuesday, September 26, 2017
6:45 p.m.

I. Call to Order

The meeting was called to order at 6:48 pm by Joe Cronin.

Building Committee Members Present:

Tim Aicardi, Mike Ammendolia, Joe Cronin, Dave Kurczy, Don Morin, JP Parnas, Eric Peterson, Linda Thompson

Others Present:

Chris Burke, Chairman, Board of Selectmen
Mark Reil, Member, Board of Selectmen

II. Approval of Meeting Minutes – September 13, 2017

MOTION: A motion was made by Eric Peterson, seconded by Linda Thompson to accept the meeting minutes from September 13, 2017.

DISCUSSION: None.

VOTED: Unanimous.

III. OPM Interview #1: The Vertex Companies, Inc. Weymouth, MA

The committee had prepared a series of questions to ask each of the OPM firms and did so, and the discussions that ensued enabled the committee members to gain additional insight about each firm.

Joe Cronin welcomed Jon Lemieux, Project Director and Steven Kirby, Project Manager from The Vertex Companies, Inc. to the meeting. Jon distributed some materials and walked the committee through a presentation about their company. Some highlights from the discussion include their ability to track CPA funds separately from other funding sources, the approach of listing “like to haves” up front and then adding them later if they are affordable, and providing a full-time clerk of the works if it is affordable. The clerk would be responsible for communicating with the Town Hall campus employees and the public to ensure that daily operations could continue smoothly and safely during the construction phase. They also felt it was important to spend the time up front looking for “unknowns” by cutting into walls, ceilings, etc. in an attempt to avoid surprises later. When asked about the \$186K budget, they stated that it was tight but that it could be managed with a part-time clerk if necessary. When asked about the change in

project manager from Kevin Heffernan to Steven Kirby from the time their original response was provided, Jon explained that Kevin had to be placed on another project but that this wouldn't happen with Steven. Steven is from Uxbridge and this project is convenient for him. Once a clerk is assigned, he/she would be married to the job. They mentioned that they have experience managing contractors who may not be meeting expectations by sending them a letter and copying their bonding company. This usually gets them back on track. When asked about the expected project duration they stated they thought that construction would take 9-12 months, but it would depend on when the work starts and if the weather has any impact on the project.

IV. OPM Interview #2: Daedalus Projects, Inc., Boston, MA

Joe Cronin welcomed Richard Marks, President and Mary Bulso, Project Manager from Daedalus Project, Inc. to the meeting. Mary tried to hook up her laptop to the town supplied projector but the HDMI connection didn't seem to work. Richard and Mary then decided to simply talk about their company instead of walking the committee through their presentation. Richard mentioned that Mary was very familiar with the town, having recently served as OPM for the Taft library renovation project. Mary is currently completing a project in Lancaster that she took with her from LPA over to Daedalus, and this project is expected to be completed by the end of the year. Mary will then be 100% available for this project. Richard added that his firm worked on the Bellingham Police Station, and explained that Mary has experience working on projects where technical school support is used, as she worked closely with BVT on the Taft library project. Richard explained that a full time clerk of the works will be provided, and that the clerk will provide daily updates on the project, while Mary will provide monthly updates. Daedalus also has experience building websites for a community where the town can visit to get updates on the project. The website can be linked to the town's website for easy access. The website will assist with keeping residents informed since the campus needs to remain actively open throughout the length of the project. The full time clerk will also be responsible for keeping the campus actively open for business, and the clerk will be married to the project. With regards to the \$186K budget, Richard acknowledged that it was tight but not unrealistic. He added that they would not be counting hours for Mary, as she will have lots of time available for this project. Daedalus will meet with the designer weekly during the design phase: in person bi-weekly and on the phone bi-weekly. Richard also explained that they would have no concerns working with the existing available project funds. When asked about the expected project duration, Richard said 14 months but that it should really only take 12.

V. OPM Discussion – Make recommendation to BOS on October 2, 2017

Joe Cronin opened the discussion by the committee regarding which OPM firm it preferred. Some felt that while Vertex was very well polished and professional, they preferred the pen and paper approach from Daedalus. Others felt that Daedalus seemed more knowledgeable about the project and were more comfortable with their

explanation about the project duration. They also felt good about Mary having lots of hours available for the project and felt that it would be more likely for Daedalus to remain within the \$186K budget than Vertex. Some felt that Vertex would be tougher on the designer and contractor while Daedalus seems to take a more congenial approach. They also felt that Vertex would have more company resources available as needed, whereas Daedalus seemed more likely to just “dig in” when needed. One member mentioned that he thought the comfort level of knowing Mary personally from the Taft library project was critical, as we know what we’re getting with her and she is familiar with the way Mendon operates.

MOTION: A motion was made by Mike Ammendolia, seconded by Eric Peterson to hire Daedalus Projects, Inc. as the OPM for the Mendon Police station project.

DISCUSSION: Don asked how the members felt individually and it was obvious that the committee was split on their thoughts and that either firm would do a good job for the town. In the end, it was felt by a majority that the comfort level of working with someone who the town has just worked with very recently and who they felt did a good job on the library project was a very important factor.

VOTED: Majority

Don agreed to reach out to Laura St. John-Dupuis on Wednesday to ask her to invite Daedalus Projects, Inc. the Board of Selectmen’s meeting on October 2nd at 6:30pm and to inform The Vertex Companies, Inc. that they were not selected, but that they would be considered if the town is not able to reach a contract agreement with Daedalus Projects, Inc.

VI. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

None

VII. Next Meeting Date, Time and Agenda

The committee decided not to set a next meeting date/time as the next action will be for the committee to review the contract proposal from the OPM. Since Town Counsel will also need to review the contract, the committee will wait till it is available and then will send comments to Don via email. Don will compile the comments and will work with Town Counsel to get the contract finalized. The next meeting will be set up once the contract review is complete.

VIII. Adjournment

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

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 9:07 p.m.

Minutes by Don Morin