

Fire Station Building Committee

6/5/2014

Committee Members Present: George Callahan, Jon Delli Priscoli, William Harriman, Michael Milanoski, Dave Siedentopf, Craig Weston

Members Absent: Bob Middendorf

Invited Guests: None

Meeting called to order at 7:39am by Bill Harriman. Meeting held at the Carver Fire Station 3.

Topic 1: Meeting minutes from 5/8 and 5/29 were reviewed, with one minor change and approved by a vote of 6-0.

Topic 2: Twelve Owner Project Manager Proposals were submitted. Two proposals were considered incomplete, one missing an electronic CD copy and one not having an unbound proposal copy. The committee voted 6 -0 to accept all proposals. The two incomplete proposals/vendors will be notified by Bill Harriman to resubmit the missing information immediately or the proposal will not be considered.

Topic 3: Bill Harriman passed out draft Owner Project Manager score sheets created to help grade and rank all submitted proposals. The score sheets were explained to all in attendance with all committee members offering feedback and suggesting minor changes, as they were still in draft form. The first 2/3 of the scores sheet will be filled out and vetted by Chief Weston and Bill Harriman to ensure that all proposal are within accepted guidelines. The actual scores sheet items, numbered 1 through 6, will be scored by each committee member for each proposal submitted. New scoring categories were added by the suggestion of Michal Milanoski and John Deli Priscoli in regards to project Commissioning and Value Engineering. The committee also discussed changing the scoring of some items where some will be weighted higher than others. All members in attended agreed upon a final score sheet to be used that will keep consistency in ranking all proposals submitted.

Through discussion, it is the intent of the each committee member to score each proposal as an accumulative number score and then rank the proposal from 1 to 12, with one being the best proposal out the twelve submitted. Each member will have their total cumulative scores for each proposal to Bill Harriman by Wednesday evening, June 11th. Bill will compile everyone's score into a spread sheet for easy viewing and discussion at our next meeting.

At our next meeting, Thursday June 12th, it is the intent of the committee to vet the proposal scores, narrowing down the list to be interview by the committee the following week.

Topic 4: Bill Harriman will email each vendor that submitted a proposal, thanking them for their submittal and checking their availability for an interview the week of June 16th, if requested by the committee. Chief Weston will call a small number of references on each proposal as a preliminary safety check. In-depth reference checks will be conducted during the interview and final hiring phases.

Meeting adjourned at 8:57am

Next meeting is scheduled for Thursday, June 12th @ 7:30am, Station 3

Submitted by Chief Craig Weston – Acting Committee Secretary