

PROJECT MINUTES

Project:	New Peebles Elementary School	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	8/3/2017
Re:	Bidder Prequalification Subcommittee Meeting	Meeting No:	3
Location:	Veterans Memorial Community Center	Time:	6:30pm
Distribution:	Attendees (MF)		

Attendees:

PRESENT	NAME	AFFILIATION
	James L. Potter	Chairman, School Building Committee
✓	William Meier	Building Trade Expert
✓	Paul O'Keefe	Local Official Responsible for Building Maintenance
	Kent Kovacs	FAI, Architect
✓	Bill Beatrice	FAI, Architect
✓	Joel Seeley	SMMA, OPM

Item #	Action	Discussion
3.1	Record	Call to Order, 6:30 PM, meeting opened.
3.2	Record	A motion was made by W. Meier and seconded by P. O'Keefe to approve the 6/8/2017 Bidder Prequalification Subcommittee meeting minutes. No discussion, motion passed unanimous by those attending.
3.3	Record	Each member provided a status update on their review of the proposals.
3.4	Record	Next Meeting: August 21, 2017 at 6:30 pm at the Bourne Veteran's Memorial Community Center.
3.5	Record	A Motion was made by P. O'Keefe and seconded by W. Meier to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

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BIDDER PREQUALIFICATION SUBCOMMITTEE SIGN-IN SHEET

Project: Peebles Elementary School Feasibility Study Project No.: 15041
 Prepared by: Joel Seeley Meeting Date: 8/3/2017
 Re: Bidder Prequalification Subcommittee Meeting Meeting No: 3
 Location: Veterans Memorial Community Center Time: 6:30pm
 C.O.A. Conference Room
 Distribution: Attendees, (MF)

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
	James L. Potter	onsetjp@juno.com	Chairman, School Building Committee
	William Meier	Dusty22752@aol.com	Building Trade Expert
	Paul O'Keefe	mmachief@gmail.com	Member, Facilities and Maintenance Expert
	Kent Kovacs	kkovacs@flansburgh.com	Flansburgh Architects
	Bill Beatrice	bbeatrice@flansburgh.com	Flansburgh Architects
	Joel Seeley	jseeley@smma.com	SMMA

Agenda

Project: New Peebles Elementary School
Re: Bidder Prequalification Subcommittee Meeting
Prepared by: Joel G. Seeley
Distribution: Attendees (MF)

Project No.: 15041
Meeting Date: 8/3/2017
Meeting Time: 6:30 PM

1. Call to Order
2. Approval of Minutes
3. Review of General Contractor and Filed Subcontractor Proposals
4. Next Meeting: August 17, 2017
5. Adjourn

Filed Subcontractor Category: _____

Name of the Reviewer _____

Owner or Architect _____

Company _____

Project Reference _____

Date _____

Please answer the following questions scoring 1 as the worst and 5 as the best.

1. Did you find the management personnel experienced and qualified?

Worse 1 2 3 4 5 Best

2. Did you find the on-site personnel experienced and qualified?

Worse 1 2 3 4 5 Best

3. Were changes well-documented, timely submitted, and reasonably priced?

Worse 1 2 3 4 5 Best

4. Did this contractor adhere to the project schedules?

Worse 1 2 3 4 5 Best

5. Did this contractor provide the manpower as required?

Worse 1 2 3 4 5 Best

6. Did this contractor work in harmony and coordinate with other contractors?

Worse 1 2 3 4 5 Best

7. Was this contractor's quality of work satisfactory?

Worse 1 2 3 4 5 Best

8. Did this contractor complete its punch list in a timely manner?

Worse 1 2 3 4 5 Best

9. Would you choose to work with this contractor again?

Worse 1 2 3 4 5 Best

**New Peebles Elementary School
Bourne, Massachusetts
General Contractor References**

Name of the Reviewer _____

Owner or Architect _____

Company _____

Project Reference _____

Date _____

Please answer the following questions scoring 1 as the worst and 5 as the best.

1. Did you find the management personnel experienced and qualified?

Worse 1 2 3 4 5 Best

2. Did you find the on-site personnel experienced and qualified?

Worse 1 2 3 4 5 Best

3. Were changes well-documented, timely submitted, and reasonably priced?

Worse 1 2 3 4 5 Best

4. Did this contractor adhere to the project schedules?

Worse 1 2 3 4 5 Best

5. Did this contractor provide the manpower as required?

Worse 1 2 3 4 5 Best

6. Did this contractor work in harmony and coordinate with other contractors?

Worse 1 2 3 4 5 Best

7. Was this contractor's quality of work satisfactory?

Worse 1 2 3 4 5 Best

8. Did this contractor complete its punch list in a timely manner?

Worse 1 2 3 4 5 Best

9. Would you choose to work with this contractor again?

Worse 1 2 3 4 5 Best