

**Designer Selection Law
May 23, 2022**

Special Zoom meeting of the South Side Fire Station Building Committee to deliberate and possibly vote for anew RFP and for OPM Services was called to order at 15:30

**Roll Call: Chairman Wayne Sampson
Clerk Robb Christensen
Fire Chief David Cody
Kyle Lima
Select Chair Peter Meier
William Dust Meier
Carol Lynch
Marlene McCollem TA**

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TOWN CLERK BOURNE**

TA Marlene McCollem went over the project designer selection law, along with RFQ for the OPM. TA McCollem brought up that she is going to the Selectboard and Counsel that the town hasn't adopted the designer law under MGL Chapter 7C Section 44-58 for Designer Selection Law. TA McCollem advised the committee that the Town of Bourne is the awarding authority. The procedures set up a 2 part

review process, Selectboard would appoint the SSFSBC as the committee that would be responsible for reviewing and ranking the respondents. She explained that the RFQ responses will be received to the TA's office, then distributed to the SSFSBC for ranking and review.

TA McCollem highly recommends that we specify the prices to be negotiated, that gives the committee much more flexibility in selecting the top 3 firms that are advantageous, based on their professional qualifications. The committee would review the technical proposals and come up with a list of at least 3, we can have more than 3, but at least 3.

Then the process can move forward for an interview process. The committee would interview the firms and move forward the committee's recommendation to the Selectboard, then the Selectboard would recommend the TA enter into contract negotiations. If the first choice can't come into contract negotiations, then the committee would give the Selectboard the committee's 2nd choice.

TA McCollem went to explain how the contract would work with the OPM, as a phased contract. Start out first as schematic and design, and obtain funds from Town Meeting, to continue with the project, the contract would be amended, then move into the next phase. The process would continue as stated above to move the project along. The contract would keep pace and not pay OPM full amount, until we know funds have been allocated.

TA McCollem and Counsel has given the committee a RFQ draft review which explains what the firms need to provide to the committee. The most critical piece for the committee to start thinking about is the draft RFQ.

Chairman Sampson suggested we take each document to go over the contents and to make sure the committee understands.

A Matrix will be started so the committee can score the applications received.

Dusty Meier asked that after the Selectboard approves this motion, can the town go out for an RFP, or can we go out beforehand for requests? TA McCollem suggested that we don't go out beforehand.

Time frame from TA McCollem would give the firm 30 days to respond and submit to the committee.

TA McCollem stated that as part of the RFQ, all previous reports, plans, response studies, and records would be attached so the respondents would have some familiarity to respond appropriately.

Chair Sampson had questions about the recommended requirement of prior Fire Stations.

TA MacCollem stated that the Project Manager must have prior experience acting as OPM administrating designing projects of similar design and scope, especially Fire Station projects. They must have experience with the budget and square footage, with preference of those experienced with Fire Station projects.

Dust Meier stated in past experiences with RFQs and RFPs, that the consultant has a minimum of 5 prior Fire Station projects. TA MCollem, asked are we going to limit our pool of respondents.

Carol Lynch told TA McCollem, past OPM Companies that had booklets and pictures of past Fire Station projects and past committee, based that on those.

TA McCollem asked the committee if it is important to the committee that the PM must have experience or process familiarity in green construction, energy conservation, and efficiency and grant sourcing.

Chair Sampson stated town meeting town voted in green standards, does it apply to municipalities or is that for residential developers ?

TA McCollem stated the stretch code would be in effect, but this speaking aboard beyond. Are there things like solar panels and heat pumps, rebates, and grants for energy efficiency, are they important for the committee as a requirement? It can be included as part of comparative scoring, but if it's not included in the minimum we can still rate and review them. We can also get through interviews and contract negotiations. If we include it as a minimum standard and they don't include it we would automatically have to discard them. It's a risk.

Chair Sampson, motion to approve RFQ and Concept, so moved by Peter Meier, 2nd by Clerk Christensen, vote passes unanimously.

Department Heads will be at next meeting June 7, 2022 @ 1530

Motion to adjourn made by Peter Meier, 2nd by Clerk Christensen, passes unanimously. Meeting adjourned at 1605.

Respectable Submitted By,

Robb C Christensen, Clerk SSFSBC