

Fire and Ambulance Building Project
Meeting Minutes
Friday February 17th, 2023
Noon - Peterborough Public Library

Members Present: Seth MacLean – DPW Director, Bill Taylor – Select Board, Chief Ed Walker – Fire, Mandy Sliver – Town Treasurer, Carl Mabbs-Zeno – Chairman of Budget Committee, Tony Cassidy – Co-Chair of Community Power Committee, Carol Nelson – Co-Chair of Affordable Housing Committee, Sarah Steinberg Heller – Planning Board, Tim Herlihy – Code Enforcement.

Minutes Taken by: Gretchen Rae – DPW staff

Detailed handouts provided for discussion:

- February 3rd, 2023 Meeting Minutes for review - Seth
- Draft interview questions for review – Ed
- Draft presentation evaluation sheet – Ed

Reviewed scores of the 6 RFQ submissions: DEW, Fulcrum, Harvey, Hutter, Milestone and North Branch.

- Feedback from the committee members noting changes they would make if this scoring matrix was to be used again, specially questions 2, 3 & 4. Committee will make sure the topics of these 3 questions will be added to the interview process. These three line items were about Public Engagement experience. The committee mentioned that the lower scoring RFQs omitted important Public Engagement preconstruction services information, resulting in their lower scores.
- Discussed the definition and usage of the term Public Engagement in this process. Seth clarified that Construction Managers are working on behalf of the “owner”, in this case, the Town of Peterborough and assisting the “owner” in reviewing and selecting a design architect and specifically addressing technical information of the final construction design. The architect chosen will engage more with the public on the design developed at a later phase of the project.
- Discussion of the plans for the bidding process in next stages after Construction Manager Services are contracted. Distinct separation from Construction Management Services and (General Contractor) building construction.
- Each member raised their hand for the proposals in their top 4 of ranking.
- Results: DEW (6 votes), Fulcrum (1 vote), Harvey (8.5 votes), Hutter (6 votes), Milestone (3 votes), North Branch (8 votes). Confirmed top 4 candidates to move into the next phase with an in-person interview. **DEW, HARVEY, HUTTER, NORTH BRANCH**

Important dates:

- Next committee meeting – Friday February 24th with the goal to tighten up the interview questions and interview details for the 4 selected CM candidates.
- **Interview dates** for in-person interviews to be scheduled by Seth. **Tuesday, February 28th, 11am-3pm and Tuesday, March 7th, 11am-3pm** (with Tony Cassidy by Zoom).

Next Steps and Action Items:

- Gretchen will post approved February 3rd, 2023 meeting minutes on the Projects website.
- Committee members will turn in to Seth their RFQ scoring sheets/notes for each candidate. They can be scanned and sent to Seth directly or give to Gretchen and your paperwork will be scanned into the Town House digital files.
- Gretchen will create table name placards for the interviews.

Next Meeting: Peterborough Library, Friday February 24th at noontime.

Meeting Adjourned