

HOLLAND HILL SCHOOL BUILDING COMMITTEE MEETING

SPECIAL MEETING

FINAL MINUTES

DATE: 5-5-2016

TIME: 5:00 PM

PLACE: RIVERFIELD SCHOOL LIBRARY

AT 5:00 PM THE COMMITTEE TOURED RIVERFIELD RENOVATED SCHOOL. THE OFFICIAL MEETING START WAS AT 6:00 PM.

Members present: Harry Ackley, Joe Michelangelo, Tom Dubrosky, Tom Quinn, Jason Li. Members absent: Nick Aysseh. Others present: Phil Dwyer, George Katinger, Sal Morabito, Gerald Foley, Phil Ryan, Judy Ewing, and Gianna Michelangelo.

Chairman Quinn called the meeting to order at 6:00 PM

- 1) PLEDGE OF ALLEGIANCE**
- 2) EXPLANATION OF SELECTION PROCESS FOR CM AND PM**
- 3) START PRESENTATIONS OF CM SHORT LIST**

Each of the 3 shortlisted candidates gave a thirty-minute presentation, followed by a fifteen-minute period of questions and answers. Presentations were given in the following order:

- 1. Gilbane**
- 2. O&G**
- 3. Shawmut**

Fee quotes were then opened by Phil Ryan.

Fees are summarized as follows.

Gilbane: Pre-Construction phase: \$140k-\$150k
not to exceed \$150k; reimbursable from \$5k-\$6k

Construction Administration Phase: 2.3% of construction cost
\$911,922-\$987,175.00
Reimbursable Expense Range \$197,976-\$231,580

O&G: Pre-Construction Phase: \$100k-\$115k
not to exceed \$115k, reimbursable from \$1500-\$2500

Construction Administration Phase: 2% of construction cost
\$616k-\$650k
Reimbursable Expense Range \$54k-\$55k.

Shawmut: Pre-Construction phase: \$80k-\$130k
not to exceed \$130k, reimbursable from \$15k-\$20k

Construction Administration Phase: 2% of construction cost
\$1 million-\$1.3million
Reimbursable Expense Range \$100k-\$150k.

To compare the candidates on an equal basis, Mr. Ryan tabulated their proposed fees based on an estimated construction cost of \$13 million. The estimated totals from this comparison came in at:

Gilbane: \$1,674,580 O&G: \$1,355,500 Shawmut: \$1,860,000

Committee members completed selection matrices, weighing the fees at 20%.

4) VOTE BY COMMITTEE ON CM

All matrices were totaled. The top two scores were for Gilbane and Shawmut.

Gilbane score: 461

Shawmut score: 440.

Chairman Quinn called for a motion to select a Construction Manager. Jason Li moved to select Gilbane as construction manager for the Holland Hill building project. Harry Ackley seconded the motion, which carried unanimously.

5) TABULATE MATRIX FOR PM/SELECT 2

Matrices for Project Manager were totaled to select a shortlist of two candidates. CSG and Colliers were the two firms selected based on matrices.

6) SET UP MEETING TO SELECT PM

The committee unanimously agreed to meet at 7 PM, Monday 5/9/2016, at Holland Hill School to select a Project Manager.

6) PUBLIC COMMENT / STATEMENTS ONLY

No public comment.

8) ADJOURNMENT

At 8:56 PM, Chairman Quinn called for a motion to adjourn. Joe Michelangelo moved to adjourn. Harry Ackley seconded the motion, which carried unanimously.

Respectfully Submitted,

Nancy Gardiner,
Recording Secretary

