

Town of Millbury
R.E. Shaw School Feasibility Committee
Special Session – Sub-committee – Selection Committee Meeting - 7
Minutes

2018 MAY 24 AM 9:32

Date: February 27, 2018

Present: Mr. Andrew Tuccio, Chairperson Mrs. Jennifer Nietupski, Mrs. Rachel Decatur, Mr. Stephen Decatur (arrived at 7:45pm), Mr. Paul Halacy, Mr. Robert Pine, Mr. Rick Bedard, Business Manager, Mr. Greg Myers, Superintendent

Time: 6:00 pm

Location: High School Media Center

The Pledge of Allegiance was recited.

Call to Order

Mr. Tuccio called the meeting to order at 6:40 pm

Approval of Minutes from February 12, 2018

Mrs. Nietupski made a motion to accept the minutes of February 12, 2018 and it was seconded by Mr. Myers. All approved (7-0-1).

Approval of Executive Session Minutes from February 12, 2018

Mrs. Nietupski made a motion to accept the Executive Sessions minutes of February 12, 2018, seconded by Mr. Bedard. All approved (7-0-1)

Old Business

a. Review References

Mr. Tuccio stated that all reference checks have been completed. A review of Colliers International, NV5, Hill International and CMS references took place. Mr. Tuccio stated that the references were scored with 1=Poor, 3=Good, and 5=Excellent to reach a perfect score of 25 points. Hill International and CMS received top reference scores. Colliers International and NV5 received lower scores. The reason or the lower scores were discussed.

b. Review and Discuss the Interviews

Mr. Tuccio stated that interviews took place on February 21st and 22nd. He stated that on February 21st CMS interviewed at 5:00pm and Colliers International interviewed at 7:00pm. On February 22nd, at 5:00pm Hill International and at 7:00pm NV5 interviewed. The Interviews from each of the four firms were discussed by the Selection Committee, such as an understanding of the Shaw Project and the issues that will be faced during the project. The Committee discussed the understanding the firms had of the stakeholder's question.

c. Rubric Scoring Matrix

Mr. Tuccio stated that at this time not all scores have been inserted into the rubric scoring matrix. He stated that at this time CMS scored a 109, Collier International Scored a 110, Hill International scored a 117 and NV5 scored a 98. The maximum points are 125 points. Mr. Tuccio stated that Hill International is the number one ranked firm. Mr. Tuccio asked the Committee if they wanted to recommend one firm to the Feasibility Committee or two firms

in case the negotiations break down with Hill International. Mr. Pine stated that he thought it best to recommend the number one ranked firm and the number two ranked firm. Mr. Myers stated that he agreed with Mr. Pine. Mr. Tuccio stated that looking back at the scoring sheet Colliers International would be the number two ranked firm and would be recommended to the Feasibility Committee. Mr. Tuccio stated that after the discussion it seemed to be clear that Hill International is the number one ranked firm that the Committee wanted to recommend to the Feasibility Committee, however, there seems to be questions regarding recommending Colliers International as the second firm. He asked the Committee if they would prefer to wait to see if the negotiations failed with Hill before recommending another firm to the Feasibility Committee. A discussion took place on recommending only one firm at this time to the Feasibility Committee and to take the time to discuss the other firms before coming to the decision of recommending another firm. Mr. Pine stated that he looked back at the RFS and that it says that if negotiations fail with the number one ranked firm we are to begin negotiations immediately with the second ranked firm and so on until the a firm and the owners agree to a contract. Mr. Pine stated that if we have issues with rankings we should clear that up now. Mrs. Nieptuski stated that we could add the missing numbers to the rubric and meet next week on March 7th and at that time we could recommend the top two firms to the Feasibility Committee. Mr. Tuccio asked for a motion to recess for 15 minutes to add scores to the rubric. Mrs. Nietupski made a motion to break for recess and Mrs. Decatur seconded. All approved. (7-0-1).

Mr. Tuccio reopened the meeting at 8:00pm. He stated that the additional scores had been added to the rubric as all Selection Committee members were now present. He stated that the total scores are now CMS-109, Colliers International – 111, Hill International -118, and NV5- 100. Mr. Tuccio asked for a motion to approve Hill International as the number one ranked firm and Colliers International as the second ranked firm to be recommended to the Feasibility Committee. Mr. Pine made a motion to approved Hill International rank one and Colliers International ranked two as the recommendation to the Feasibility Committee, seconded by Mr. Bedard. Seven approved 1 abstain (7-0-1). Mrs. Decatur stated that she would like to meet with Mr. Jon Winikur from Colliers International and also meet with the construction rep – Adam Dalessio. Mrs. Nietupski made a motion to approve Hill International as the number one ranked firm to the Feasibility Committee and Collier International as number two with Mrs. Decatur's requests. Mr. Bedard seconded the motion. All approved (8-0).

It was decided that the selected firm will be invited to the Feasibility Committee meeting after negotiations for a meet and greet. It was also decided that the RFS Proposal and handouts would be emailed to the Feasibility Committee. Mr. Tuccio gave an overview of the presentation that will be given at the Feasibility Committee meeting. Mr. Pine suggested reviewing the artifice. Mr. Pine suggested closing with the artifice - #5 section 4.

The Selection Committee has fulfilled their obligations to put forth a candidate for an OPM. Discussions took place regarding negotiations and who will serve on the negotiations committee. Mrs. Nietupski stated that negotiations will be in Executive Session. Mr. Myers stated that the local counsel will weigh in on the building of a negotiations committee and who can sign the contract. .

Mr. Bedard stated that a letter and phone call should be made to the short listed firms to let them know where they stand in the hiring process. All agreed. We should have information regarding the Negotiation Committee at the March 7th meeting.

New Business

There was no new business.

Public Comment

There was no public comment.

Mr. Halacy made a motion to adjourn the meeting at 8:40pm seconded by Mr. Myers. All approved (8-0).

Next Meeting: Wednesday, March 7, 2018 - Millbury Jr. /Sr. High School Media Center at 7:00pm.

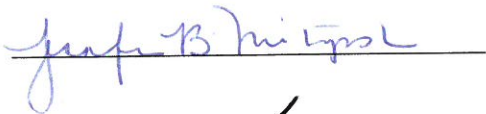
Respectfully submitted,

Donna Freitas

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Executive Assistant to the Superintendent

Approved:



D. Bedard

Individual Scoring Rubrics