

Committee Members
Timothy Harris, Chair
John Foresto, Vice Chair
Michael Callahan, Member
Michael J Schrader, Member
Ted Kenney, Member



Medway DPW Offices
Medway Middle School Door #9
45B Holliston Street
Medway, MA 02053
Telephone (508) 533-3275
Fax (508) 321-4985

TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS

WATER FACILITY BUILDING COMMITTEE

APPROVED 3/4/21

January 28, 2021

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, no in-person attendance of members of the public will be permitted at this meeting. Committee members will be participating remotely. For public hearings, access via Zoom is provided for the required opportunity for public participation. Information for participating via Zoom is posted at the end of this Agenda.

In attendance via Zoom:

Tim Harris, Medway Resident & Chair
John Foresto, Selectmen & Vice-Chair
Michael Schrader, Medway Resident & Member
Ted Kenney, Medway Resident & Member
David D'Amico, DPW Director
Peter Pelletier, DPW Deputy Director
Barry Smith, Water & Sewer Superintendent
Helen Gordon, Environmental Partners
Paul Millett, Environmental Partners
Jill Karakeian, DPW Program Administrator and Recording Secretary

Chair Harris called the meeting to order @ 7:02pm roll call and asked all attending members to state their name and position.

Minutes from 1/21/21 meeting were tabled for further review.

Discuss & finalize interview process

Director D'Amico mentioned that next week's Zoom interviews will be handled a little differently. There will be a waiting room and need to be invited in.

Program Administrator Karakeian explains that she has set up the 4 zoom interview sessions, each one having a half hour for presentation, half hour for questions then a half hour for committee discussion. The last interview will have an hour at the end for committee discussion and designer decision.

Chair Harris asked if there will be an explanation sent with the Zoom meeting explaining who will be the Committee Member running the questions and who of the Designer team will be the lead presenter.

Helen Gordon explains that a letter was sent out to each of the Short Listed companies with the date and time of the Zoom interview explaining that they should focus their presentation on Treatment, PFAS approach, site specific factors, detailed project schedule, quality and cost control and community outreach. All teams have confirmed attendance and each team confirmed who will be attending the interview and who will be the moderator for their team. We explained that there should be not more than 5 people in attendance.

Paul Millett noted full disclosure that with Wright-Pierce and their Lead Project Manager Jim Cray worked at Environmental Partners up until 5-6 years ago, I know him professionally but wanted to make sure everyone is aware of that.

Helen Gordon mentions with Kleinfelder, one of their subs is SAR, they will not be at the interview but they are a sub-consultant of Environmental Partners and just wanted to make everyone aware of that.

Helen Gordon goes over the Interview Matrix form and wanted to go over the specifics. We did identify specifically in the RFQ the areas that we were going to be scoring them on. I didn't change the topic items but added some context based on our conversation at the last meeting. The form will be forwarded to all the committee members so they will have it for the interviews then all the originals will need to be forwarded so it can be added to the final package.

Chair Harris asked if any other members of the team had any questions or comments on the Matrix Form – there were none.

Helen Gordon asked how the team wanted to approach the questions for the interviews and how it will be organized. Environmental Partners will most likely have some questions. Suggests maybe all the questions should go through the Chair.

Chair Harris feels that would be best but didn't want to discount some spontaneity occasionally. Not saying that a question can't come up during their presentation but if it is somewhat organized through one person, I feel it would all flow better. The other committee members agreed.

Helen Gordon brings up a list of questions that Director D'Amico had put together.

Chair Harris asked when we should ask them the questions.

Helen Gordon explains we will do introductions, the designer will introduce their team, they will then give their presentation, it is not unusual that during presentations that questions come up, but then after their presentation, Chair Harris will then ask the standard questions. It is suggested that if there are any questions that come up, to jot them down so there isn't a lot of interruptions during the presentations. The questions we are asking them will go through their lead and at that point will be identify who will answer the question.

Director D'Amico suggests after Chair Harris asks the questions, then we should go around the table and ask if there were any additional questions.

Chair Harris suggests making our process on the record and what will be included in the decision of how the Design company is chosen.

Helen Gordon explains that in the qualification based selection in the RFQ that we prepared, it presented the process. The process was, we were going to short list 3 or more and we have short listed 4. Now, we are going to go with the interviews, and we will be scoring based on the interview at this point. Then we will pick the teams in order. We do have to make sure we have a #1, #2, #3, and #4. If we can't come to an agreement on the scope and budget, that contingency is there, we would move on to the next firm.

Chair Harris asked Helen to bring up the evaluation form and asked about the weighing system.

Helen Gordon shares the form and the weighing system 4 – Highly Advantageous, 3 – Advantageous, 2 – Not Advantageous, and 1 – Unacceptable.

Chair Harris asked if there were any other comments or discussions.

Director D'Amico mentions that the project got put on the list for SRF funding. The finance director mentioned that we get a better bonding rate than SRF. Questioned if that would change project approach or team if we don't go SRF.

Vice-Chair Foresto mentions a grant would be a different story.

Paul Millett wants to make sure that the designer is full aware of the limited budget of this job, need to commit to working with the general design fee in the RFQ. We should make sure that is one of the questions asked and that is a very practical question.

Helen Gordon will send out the interview matrix forms to all the committee members.

Program Administrator Karakeian will forward all the Zoom meeting links for the upcoming interviews.

Member Schrader suggests getting together 10-15 minutes before the first interview on 2/2/21.

Program Administrator Karakeian confirms that she will be on at 3:45 pm for all the committee members prior to letting the Design team in at 4:00.

Member Schrader makes a motion to adjourn at 7:42pm Member Kenney seconds. The motion carries unanimously. A roll call vote was taken due to the nature of the remote Zoom meeting.