



TOWN OF BOXBOROUGH

BOARD/COMMITTEE: Boxborough Building Committee
MEETING DATE: January 19, 2022
TIME: 7:00 PM
PLACE: Virtual Meeting - this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order of March 12, 2020.

BBC members: Gary Kushner, Les Fox, Maria Neyland (replacing Ling Chen from FinCom), Al Murphy, Diana Lipari, Ralph (Al) Murphy, Bryan, Larry Grossman, Than Stuntz, Hugh Fortmiller, Bryan Lynch, Owen Neville, Bill Litant,

Missing: Becca Edson,

BBC Advisory: Cpt. Malinowski, Chief Fillebrown,

Non-members: Robin Lazarow, Becky Neville, Steve B

Meeting called to order at 7:01 by the chair, Les Fox

Minutes of November 17, 2021 as amended were moved by Gary Kushner and seconded by Diana Lipari.

Discussion to correct attendee reference for Malinowski: should be "Also attending Captain Malinowski".

Maria-abstain, al-aye, Gary-aye. Larry-aye, Than-aye, Lipari-aye, Hugh-aye, Bill-aye, Owen-aye, Bryan-aye
Approved 9-0-1

No outside correspondence

ARPA submittal for well on Stow property. SB has not yet determined the process, but being discussed at SB meeting on January 24.

Review of the RFQ for a follow-up review of the HKT document. Les will work with Rajon and Carter on submitting the RFQ. Define the want and the responders send their qualifications. Then reviewed by committee and rank the responders. The selection committee then passes to TA or Asst TA to discuss the price. The SB may be involved in

the final review. Diana asked about a site visit. Al asked about outcome and what do we as a committee want out of the review. What would be the methodology for the analysis? Should we tell the reviewer the towns or should we provide the towns? Review HKT and then re-engage with responders in regard to space needs. Diana asked about review of existing structures and re-use. Will need to discuss the interview process and potential of an open meeting.

Larry Grossman and Jason led a review and discussion of the draft RFQ.

Previous reviews by the two building inspectors, but verbal and not documented regarding the fire station and police station. Building for 50 years and the current site is not of sufficient size given the wetlands. Reminder that the purpose of the RFQ is to hire a consultant who will then carry out the work defined in the statement of work. What does the Town need and then can the new facilities fit in current location or need to be in a new location? The flood zones have not been investigated and will require reviews. Review of the requirements/needs, but not redoing the HKT space plan to determine if it will fit on Stow Road.

Consultant responses to RFQ/SOW will help the town refine its requirements. Ask for a schedule based on knowledge of the consultant. The ranking system must be determined prior to the sending of the document. Would want sustainability qualifications in the document and be ranked. Could lock in the RFQ at under a specific sum which would be within the current budget (~\$40,000).

Occupancy requirements provided by the chiefs, and comparisons with other towns. Appendix B provides potential size of the departments. Site constraints, HKT and Boxborough website should be included, but leave out as much as possible (less is more) to allow the consultant to perform a true analysis. Should hold an open meeting to allow potential responders to ask questions. Will add grading criteria to the RFQ. Can the Town administration provide other RFQ's for reference? Choose based on qualifications not price to validate previous work. Would like the consultant to be able to look to the future including new policing methods and life sciences and how it impacts public safety. Should not exclude HKT from future work but they would not meet "independent" criteria for the RFQ.

Will replace the sentence regarding aging population to ask the consultant advise on how to address demographics.

Discussion regarding the specific issues raised. Would public health services impact the public safety building requirements. Change from 2040 to 20 years after occupancy. Scoring matrix to be discussed/created. E.g. 25% on similar size projects and a minimum of a number of projects. Jason pulled up a number of docs. 0-3 rating and then this guides the consultant. Training, ed background, similar projects, references, understanding of the tasks and scope of work, completeness of submission, communication skills, sustainability experience, interview. Recommend to not wait a month, but meet sooner and have Rajon/Carter review.

Interview would include potentially TA/ATA but definitely members of the committee including Jason and Larry at a minimum. Consider opening the interviews to the public to listen, but no questions/opinions.

Set a deadline for the report and plan to bring the findings to ATM. Define roles on selected respondent's project team. Want same people listed in response to then attend the meetings in town and continue on the project. Define projects worked on previously and potentially go back 5 years. Earliest possible date is fall 2022 for ATM.

Next steps:

Les, Larry and Jason to do next pass

Scoring matrix

Next meeting February 9 for small team to report back

Owen moved to adjourn and seconded by Lipari

Maria-aye, Al-aye, Gary-aye, Larry-aye, Than-aye, Lipari-aye, Hugh-aye, Bill-aye,
Owen-aye, Bryan-aye

Adjourned at 9:24 PM

LIST OF EXHIBITS:

1. BBC Agenda for January 19, 2022
2. Minutes for November 17, 2021
3. DRAFT RFQ