



## TOWN OF BOXBOROUGH

**BOARD/COMMITTEE:** Boxborough Building Committee  
**MEETING DATE:** March 23, 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, Hugh Fortmiller, Ralph Murphy, Maria Neyland, Diana Lipari, Larry Grossman, Bill Litant, Bryan Lynch, Owen Neville

**Missing:** Than Stuntz, Becca Edson,

**BBC Advisory:** Cpt. Jason Malinowski; Paul Fillebrown

**Non-members:** none

Roll call of attendees:

Al (Ralph) Murphy-present, Hugh Fortmiller-present, Gary Kushner-present, Diana Lipari-present, Larry Grossman-present, Bill Litant-present, Bryan Lynch-present, Les Fox-present

Owen dialed in just after the roll call

Meeting called to order at 7:04 by the chair, Les Fox

No correspondence

The minutes of March 3 were reviewed. Maria moved the minutes and Diana seconded  
Hugh asked about the timeline and the meeting with the SB on May 9. Date might change.

Al-aye, Hugh-aye, Gary-aye, Diana-aye, Larry-aye, Bill-aye, Bryan-aye, Maria-abstain,  
Owen-aye, Les-aye

Approved 9-0-1

Les heard from the AG (Debra Anderson) regarding questions on RFP though initial direction was the IG. Law only applies to the first party who works on the feasibility

study. Use the RFP under ordinary procurement (30B). still some questions to convert RFQ to RFP.

Limit of \$30,000 has bearing on process.

Reviewed the RFP and the changes from RFQ to RFP. Special branch for design services on central registry.

Cpt Malinowski indicated that planned process will not work as they will have to compete for the follow-on work. Will not have to go with lowest bid, but it does depend on qualifications. Need to understand the ground rules before reviewing the proposed RFP. Les changed a document regarding changing RFQ to RFP.

1. List qualifications and experience
2. Proposal as response to scope of services
  - a. Invite best respondents
  - b. Evaluate and score (MGL CH 30B section 6
  - c. Complex scoring not required
3. Price proposal

Not sure if the original request to HKT included language that allowed HKT to continue. People hire consultants all the time to review. The MBTA website as they do RFP. Les will work with Counsel on the legal ramifications. Diana indicated that Sudbury had a similar situation of timing when they planned their police station.

Les brought up the proposed RFP #13. Removed designer selection. Modified the scope of services.

Gary asked about “will be procured” and will be modified, replaced designer with responder.

Bill and Hugh (department of redundancy) volunteered to modify/edit the RFP. Questions linger including price inclusion. Would like document tightened and then Les will take to K&P.

Al asked about the composite score and how to measure.

Diana commented on the process and we need to do our best effort. Need to create a short list only if we get a large number of responses. Price will be considered in making final determination. Diana indicated that she is working on another proposal with Carter (TA) and there was a separate request for pricing. Need to have wording about awarding the contract. Les will work with Kopelman and Page (KP).

Plan is to take updated document to Counsel (K&P) and maybe AG and then work with someone to add the document to the central registry. Please move forward.

Bill went on record by thanking Les on the amount of work he has put into this project.

We are hoping that there is a short delay from our recent timeline.  
Next meeting April 20<sup>th</sup> assuming all is ready to proceed.

Diana moved to adjourn and seconded by Owen seconded

Al murphy-aye, Hugh Fortmiller-aye, Gary-aye, Diana Lipari-aye, Larry Grossman-aye,  
Bill Litant-aye, Bryan Lynch-aye, Owen-aye, Maria Neyland-aye, Les Fox-aye

Approved- 10-0

Adjourned at 8:06

**LIST OF EXHIBITS:**

1. BBC minutes for March 3, 2022
2. RFQ document
3. RFP document
4. Change document from RFQ to RFP