

Accepted Minutes voted on 4/27/2022

Permanent Building Subcommittee Minutes  
Wednesday April 13, 2022  
4:30 PM  
Via Remote Participation  
Westwood, MA 02090

**Call To Order:**

The meeting was called to order at approximately 4:30pm by Chairman, John Cummings, III. All attendees participated remotely and the meeting was recorded.

**Present via Remote Participation:**

John Cummings-Chairman  
Lyle Coghlin  
Thomas Erickson  
Laureen Westman-Compass  
Chin Lin-OPM-Compass  
Michael Bonfatti  
Roberto Fitzgerald-Dore & Whittier Architects, Inc.  
Jessica Cole, PBC Admin.

**Approval of Minutes:**

Upon a motion made by Mr. Cummings and seconded by Mr. Erickson, The Permanent Building Subcommittee voted in favor (6-0) to accept the Minutes from April 6, 2022 as amended.

**Discussion:**

Mr. Fitzgerald submitted comments to be added to the April 6, 2022 minutes and Ms. Cole read them aloud to the Committee. Some of the comments were added as agreed by the committee and the minutes were approved as amended.

**Review & discuss scorecard for submitted General Contractors and File Sub Bid Contractors.**

Ms. Westman shared the Progress Scoring Spreadsheet. She went through changes and companies that qualified and ones that did not qualify.

**Comments:**

AMI Boston: Acranom Masonry, assuming it is a DBA. This may be an administrative issue.

Are you looking at Empire? *D+W got backlogged, Mr. Coghlin will give a reference for them. They would be good for the project. Mr. Coghlin did a middle school with them in Holden and Woburn and will look at their application. Ms. Westman will forward the info to Mr. Coghlin. In the RFP. Committee members with a reference is allowable.*

Mr. Erickson can do references too.

Ms. Westman is still working on references, and went through all of the companies on her list. She will advertise again for elevators.

Plumbing: How did we get to this conclusion? *Ms. Westman: No similar projects. Some companies had differences in HVAC and Plumbing.*

Plumbing, the scope of their experience. It was a big difference in cost. \$500K vs. \$2M. All of the estimates are high. *Ms. Westman, we were looking more for similar School projects and this was a consideration.*

Will we look at the scorecard? Mr. Coghlin would feel more comfortable if he could review the scorecards. *Ms. Westman: Committees never ask to see them, but she can put them into a DropBox. 100 submissions and 4-5 references. Mr. Lin: We should be able to share info with the Committee.*

Mr. Lin will check to see if the scorecard can be shared.

Mr. Coghlin wants everything to be transparent, and wants all of the information to make a decision.

**Finalize and vote to recommend list of Pre-Qualified General Contractors and File Sub Bid Contractors to full PBC.**

Today we are not ready to vote, the goal will be to take care of a few firms and will be ready on April 27 and then will take a vote.

The group agreed.

To Do: Send reference forms to Mr. Coghlin and Mr. Erickson.

**New Business: That the Chair did not reasonably anticipate being discussed.**

Will the DropBox be updated? *Ms. Westman will send out via email, it is easier for her.*

Recommended update? Monday April 20 and completed by April 25.

**Adjourn:**

Upon a motion made by Mr. Lin and seconded by Mr. Erickson, the PBC Prequalification Committee voted in favor (6-0) via roll call vote to adjourn at 5:15pm.