

Shutesbury Library Building Committee Minutes

17 October 2022

Present

SLBC Members: Mary Anne Antonellis, Stephen Dallmus, Brad Foster, Dave Houle, Penny Jaques, Molly Moss, Elaine Puleo, Jeff Quackenbush

Guest: Tim Logan (Library Trustee)

6:45 Puleo opened meeting

OPM interviews

The Owner's Project Manager selection subcommittee reviewed applications and selected two firms to interview tonight: Anser Advisory and CMS.

Quackenbush recommends having one person ask questions and agreed to be the "asker". Questions specific to a firm can be asked after the pre-determined list of questions have been answered.

Antonellis described the format for the interviews: She will give an overview of our project, followed by committee member introductions, introductions and presentation from the applicant then pre-determined questions followed by a closing comment by the applicant.

NOTE: Responses to questions for each firm are below minutes.

ANSER ADVISORY Present: Tom O'Neil, Deborah Marai, Kseniya Slavsky

Presentation: National firm with local presence in Boston for 24 years, focus on non-profit clients, 27 staff. Team will stay until the end. Large size offers broad expertise. Marai – Attleboro Library – project director; Slavsky – worked on projects of all sizes

CMS Present: Neil Joyce, Roger Hoyt, Scott Lubker

Presentation: Joyce: CMS has been in business for 20 years, exclusively does project management services. Small firm that has experience with public library projects, including ones in Franklin County. Team works closely together.

Aware of wetland issues and former garage on site, knows about Small Library Project Design is primary cost driver for project. Has experience with LEED projects, libraries, schools, Hoyt lives in central MA would be key person for project

Other business

Comments will be made on Mike Vinskey's letter during Comment period at tomorrow's meeting.

Puleo moved to close meeting. ??? Seconded

Roll call vote: Moss-aye, Dallmus-aye, Quackenbus-aye, Puleo-aye, Houle-aye, Jaques-aye, Antonellis-aye, Foster-aye.

Meeting adjourned at 9:23 p.m.

Anser Advisory Questions & Answers Anser Reps: Tom O’Neil, Deborah Marai, Kseniya Slavsky

	QUESTION	ANSWER
1.	What makes your firm uniquely qualified and why should we consider you over other firms?	D: we are cohesive unit, work together well, OPM is all they do, Strong local presence. Large size of the firm allows us to draw on expertise from broader resources T: focus has been need-based non-profits and community buildings Lots of experience.
2.	What is your experience with Massachusetts public libraries and what past project of yours is most similar to Shutesbury?	D. North Attleboro renovation of Richards library (with no addition), Antiquarium (private) T: little experience in MA libraries,
3.	What working relationship would you wish to establish with the Library Building Committee, Library Trustees, town officials, architect, and contractor – describe communication techniques you would use to keep everyone “in the loop”.	D: well-organized, open communication. “We are an extension of you”. K: will take cue from you as to how much communication you want from us. The committee has control and is informed as granular as needed and together will determine what goes out to the public. Very important to keep the team informed and on the same plane. and how info goes out
4.	What needs to be in place for this project to be successful – what are the most common pitfalls and how would you avoid them?	
5	The Small Library Pilot Project is designed to be a fast-paced project. How can you help us move this project forward in a timely manner? What obstacles might cause delays.	D: for fast project, set up approval process at onset so there is no question about when the sign off process. Set K: design to tight scope, determine what is non-negotiable and what is optional D: set milestone schedules Avoid the “spin cycle”.
6.	How do you manage “scope creep”?	D: having milestones with a scope and budget. Get signoffs at these milestones. Will help decide in design phase what must be included and what is “wish list”. Design to allow “wish list” to be affordably added later. K: 2 types – community requests & designers request. K would identify these issues throughout design.

		Create menu of choices. Can't rush design. .
	Tell us about your experience in managing several different projects at once.	D & K can both meet time commitment
7.	What are the hallmarks that we should look for in an architect/contractor as we compare candidates?	<p>D: Understand the team, understand their availability, carefully vet and understand capacity both in the RFP and in the interview process. Do they understand public procurement?</p> <p>T: find someone with like goals (rural Comm. Ctr.) Clearly written specs.</p> <p>D: get in-depth references for design team, ask about listening to owner, understanding scope, questions about estimating and budgets</p> <p>T: CM at risk (what is it??)</p> <p>K: find company that is right-sized for this project (not too big and not too small)</p>
8.	How would you ensure the inclusion of sustainable design and green building techniques while controlling final design costs?	<p>T: ask designer to come up with sustainability goals. <i>Round table workshops to discuss new and innovative systems it will have to be a designer's goal to come up with sustainability plan</i></p> <p>D: Understand price increase or decrease in cost for sustainable features are part of the design</p> <p>K: design for now but plan for adding features later on</p>
9.	What would you consider "billable" beyond the all-inclusive fee for your services on this project?	<p>T: look at fee strategy</p> <p>Clerk – outside consultants are expensive.</p> <p>Cost estimating service could be used.</p>
10.	Please describe your experience working with the MBLC Public Library Construction Program.	D: None
11	Please give us examples of cost savings or value engineering suggestions you made that were adopted. Please also give examples of suggestions that you did not recommend because of the impact on quality, life cycle costs, etc.	<p>T: Find core of project, can't cut back on HVAC system, water protection.</p> <p>D: Sometimes comes down to appearance, finishes. Be aware of durable choices, what's available. Use off the shelf products. Creativity in design finishes to save money.</p> <p>K: Chase rebates, esp. for sustainability rebates such as lighting & HVAC. Bones are non-negotiable,</p>

		finishes often drive up costs. Limit the details that are “special” and increase price
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CMS Questions & Answers CMS Reps: Neil Joyce, Roger Hoyt, Scott Lubker

	QUESTION	ANSWER
1.	What makes your firm uniquely qualified and why should we consider you over other firms?	N.: have greatest success in smaller communities – doesn't want to work in Boston, understand slimitations. S: smaller company, putting a strong team together that will serve you through project, Hoyt lives in central MA so can be onsite. R: Small, collaborative team
2.	What is your experience with Massachusetts public libraries and what past project of yours is most similar to Shutesbury?	N: several small libraries (West Stockbridge, Northborough), public safety work in Rowley. Add onto and renovate existing police dept while the building was it was in use at all times
3.	What working relationship would you wish to establish with the Library Building Committee, Library Trustees, town officials, architect, and contractor – describe communication techniques you would use to keep everyone “in the loop”.	J: transparency and honesty Build a mutual trust between the building committee and the community and help foster this
4.	What needs to be in place for this project to be successful – what are the most common pitfalls and how would you avoid them?	N: unknown always bites you Do homework up front to eliminate unforeseen conditions. . It is very inexpensive to do the preconstruction investigation to help eliminate problems in the future. ApplaudsShutesbury's testing that has been done on site.
5	The Small Library Pilot Project is designed to be a fast paced project. How can you help us move this project forward in a timely manner? What obstacles might cause delays.	N: knows town's schedule for OPM & Designer. Sit down with MBLC to create the timeline to get a designer on board so as design work can start in early January. Prepared to do that. Currently undertaking 2 designer searches – have all the documents ready to go. The designer will be able to make decisions faster than the committee can. Source materials responsibly and that all materials are readily available when we start
6.	How do you manage “scope creep”?	N: much easier to control in new construction. If needs and wants grow becomes opportunity need to

		be cognizant of contingencies to deal with funds.
	Tell us about your experience in managing several different projects at once.	N: Understand that it's slated for 2023 design, 2024 construction. They have capacity during design phase (Neil & Scott). Roger would be available for on site when the time comes. Could happen more quickly.
7.	What are the hallmarks that we should look for in an architect/contractor as we compare candidates?	Similar to picking OPM. Architect: must understand that the building needs to reflect community, not design teams particular style. Contractor: you'll wind up with the contractor with the sharpest pencil. At this price point you will have a good pool to chose from. CM at Risk better than Design Bid Build. This project may not meet the cost threshold for CM..
8.	How would you ensure the inclusion of sustainable design and green building techniques while controlling final design costs?	N: LEED – has designed to sustainable qualities but but did not apply for certification. E.g.- Montague's DPW built to LEED Silver
9.	What would you consider “billable” beyond the all-inclusive fee for your services on this project?	N: Tries to stay out of “billable” mode. Maybe for construction testing or envelope testing. Don't have a way to say how to go forward. Would want us to go into contract on our own to avoid CMS costs.
10.	Please describe your experience working with the Massachusetts Board of Library Commissioners Public Library Construction Program.	N: yes. Currently Gloucester (\$30 million), Hopkinton (2016), Stockbridge, Great Barrington
11	Please give us examples of cost savings or value engineering suggestions you made that were adopted. Please also give examples of suggestions that you did not recommend because of the impact on quality, life cycle costs, etc.	N: Savings on windows, siding, roofing material. Utilizing sealed concrete in mechanicals. Slate roofing-> asphalt ; Cedar siding->hardy board PVC trim vs pine or poplar that needs ongoing maintenance. Compared mechanical systems, put in the attic vs outside. Lots of things.
	Space for committee members to ask questions not listed here or that come up during the interview.	Quakenbush: you provided # hours/week. Seems high. Is this weekly or monthly? Answer: Fee will be respective of amount of work that it takes to get job done and will beat competitors'

		<p>price. Recommends having a Clerk there whenever work is being done.</p> <p>Q: How have meetings worked?</p> <p>A. Recently 50-50 split between Zoom and in person. More accountability with in person meeting.</p> <p>Q: How many current projects?</p> <p>A: 4 in design, 2 in construction</p> <p>Dallmus: Do you do cost-estimating:</p> <p>Mary Anne: Why did you apply</p> <p>A: Good fit in schedule, better luck working with smaller clients, when he sees demonstrated investment in project it's a good sign.</p> <p>CLOSING REMARKS: very much want to be selected , - grateful to be selected to be a finalist.</p>
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