



*Town of Seekonk*  
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Carney: Roll will be to document everything. Work closely make sure all project documentation through use of multiple systems. Will document all information also bids, will follow up and communicate with all personnel and construction workers on site during the construction of the building. Previous history of as a Civil Engineer.

Friar: Will prepare all reports, daily safety and reports of the project and coordinate the project.

**Question: What do you find to be the most challenging about managing a building project? How has your project management experience helped you to be prepared to manage those challenges?**

Zawatsky: Municipal Construction in Massachusetts must follow the Laws of Massachusetts. One of the challenging aspects of a building project are the laws in Massachusetts. We will follow and make sure the Municipal obtains what is contracted and planned the quality assurance for the project. The Group for the Project (Friar, Carney, Zawatsky, Tavares) will work together to make sure the project is accomplished by following all Massachusetts Laws and to make sure that the contractors and other processes of the project are followed.

**Question: How do you manage and communicate with the various stakeholders on a building project (e.g. Town, architect, General Contractor, and filed sub-bids).**

Tavares: We pride ourselves in being good communicators between the different stakeholders of the project. Our method of communicating is to listen to all parties involved. To keep an open dialog. And to protect the owner. During the design process we will take meeting minutes and notes during the project but also when the Architect is selected and started to help with the design of the building. We will also help with the notification and introduction to the Town during approval. We are accessible by emails.

**Question: How do you handle conflicts between the Architect and the General Contractor; and between the GC and File sub-bids?**

Tavares: We have come across conflicts, but we will work on getting everyone together to work out issues or conflicts. During COVID it is difficult in person, but we can work on other methods to coordinate and find solutions to conflicts. We will hold meetings as many as needed to find a resolution to the conflict. And due to the years of experience we do have, we can project or foresee some of the conflicts that might occur in advance. We try to resolve any conflicts right away to prevent the possible level of litigation.

**Cadime: Could you speak to the conflicts you may see between the file sub-bids and the GCs, and the GCs are not picking the final sub-bids due to the file Sub-bids are lowest bid.**

Tavares: Sometimes the General Contractors (GC) will take the approach that it isn't their sub-bidders. The biggest conflicts we have seen are with coordination because of Massachusetts laws, the paperwork must be very specific in ownership. If it isn't shown in any aspect of the fields (electrical, painting). There aren't a lot of challenges toward the documents, but they can happen. Many times, where conflicts or challenges occur is when the General Contractor and the Sub-bids were on a previous job and an issue occurred and it might carry over to the new job.

**Question: How do you ensure project schedules are met, while not sacrificing work quality?**

Tavares: We will look at the budget and the schedule and create a Gantt Chart; which is a type of schedule. Look at the final timeline and then work in reverse to coordinate, make sure all aspects, safety, quality assurance, quality control are taken care of. Usually, Contractors do not want any change orders, they can take advantage of it and can cause an issue to the schedule. The OPM will create a schedule and keep to the schedule.

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Zawatsky: One comment; we try to make sure that the timeline isn't unattainable, as an example the start of the project to prevent any further issues in the future, such as starting or breaking ground in the early winter and then having to deal with winter months where cost can be more, and time schedule delayed due to weather. We recommend in this example to break ground in early spring so that during spring, summer and fall the building is built and enclosed where final interior work can be accomplished if necessary, during the winter.

**Cadime: When we have a GC on a tight schedule, and if schedule is extended due to issues, how do we not sacrifice quality work through the GC and Sub-bids.**

Tavares: During the schedule meeting every week and having the Clerk of the Works and other third-party quality assurance on site checking we make sure that the work doesn't slip, doesn't get sacrificed.

**Question: How do you minimize and manage change orders on a building project?**

Tavares: We can minimize change orders by hiring a good Architect. And secondly doing preparation research or investigation up front and go through the steps to make sure everything is planned and try to prevent any possible cost factors or delay factors which might cause change orders. During the design process to make sure everything that is needed, planned, and is expected will be in the plan, design. We have a very low change order history which we didn't mention due to the shorter timeline of the presentation. Once all possible issues that could come up or occur are researched and determined we try to figure out a schedule and how to prevent these issues from appearing.

Time ended for CGA.

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10 Minute Presentation: Colliers International: Start at 7:32pm – 7:42pm

Colliers

Ken Guyette – (in attendance) = Senior Director

Kate Turner – (in attendance) = Project Manager [Would be Seekonk's]:

Tony Diluzio – (in attendance) = Senior Project Manager

Joe Naughton – (not in attendance) = Managing Director

Robert Lee – (not in attendance) = MEP Support

Thao Nguyen – (not in attendance) = Financial Monitoring & Reporting

7:32pm – 10 minutes to introduce and present.

15 minutes for questions and answers.

Goyette: Thank you for having us. We have office locations in Providence, Agawam, Boston. We have multiple professionals within the company with a multitude of trades, and positions with experience.

Diluzio: Was able to obtain some information from the presented RFQ and Google Search, Brewster Thornton Study. Looked into the location 69 School St. We do foresee variances which are typical for a project like this and we will be able to help with obtaining those needed variances. We do see in the design possible inclusion of an EOC, and pad for a future antenna tower in

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addition to a space for a Dispatch center. Most new buildings need antenna towers or some antenna mounting method. Within the neighborhood being able to help design a building that will fit within the neighborhood. We do have previous experience with Brewster Thornton Group as well as other designers. We are familiar with Zoning Board of Appeals, Planning, Local, and State permits. We are also familiar with Station Alerting, Communications, and Radio Towers including frequency studies. We also have experience with the separation of public, fire, staff areas within a building, grounds, and surrounding area or the neighborhood. And with the recent push for clean, secure and separation from pollutants related to indoor air quality in the Fire Service. We want to clean the air, scrub the air and provide clean areas to work for staff, Fire and Communications personnel.

Turner: We have multiple certifications related to Green building including Basic Certification, Silver Certification, Gold Certification, Platinum Certification. Including Utilities which will be used within the building. We look for the Public Input and Community Outreach. We do use social media to help provide information to the public and neighborhood.

**Question: What do you find to be the most challenging about managing a building project? How has your project management experience helped you to be prepared to manage those challenges?**

Diluzio: Managing projects is similar to babysitting the Sub contractors, General Contractors. The hand on experience, the personality to bring the teams together and to not create a toxic environment. We try to coordinate all of the people involved coming to a solution. We will investigate all aspects of the project related to subsurface soil condition, manpower issue, also related to COVID and to identify and coordinate solutions to each of the issues that might come up throughout the project.

**Question: How do you manage and communicate with the various stakeholders on a building project (e.g. Town, architect, General Contractor, and filed sub-bids).**

Diluzio: One of the first things we do is when setting up all meeting minutes and paperwork and who is the contact person the liaison between the Building Committee and the OPM. We have provided multiple different methods and with COVID we have used more additional methods. We can create a clearing house or a portal to log in and view the process and progress of the project. We also create and determine the best methods of communicating with the Building Committee and the Town. Through emails and how many emails per day or week.

**Question: How do you handle conflicts between the Architect and the General Contractor; and between the GC and File sub-bids?**

Goyette: We try to pride ourselves on being firm but fair, understand there is more than one side to any conflict and to have the Owners priorities and best wishes, and the outcome of the Owners working with all Contractors and sub-contractors involved being firm but fair with all trying to come to a solution.

**Question: How do you ensure project schedules are met, while not sacrificing work quality?**

Turner: Initially we tackle a project by creating a macro schedule, which is an overview of the different phases of the project, schematic design, bidding, construction and close out of the project. Then we create a milestone schedule and break down dates and times of the project with the public, with public officials, boards, design review periods. We review it on a weekly basis with the team and try to make sure the milestone schedule is followed.

**Question: How do you minimize and manage change orders on a building project?**

Goyette: Managing the process of the project from the Owners view, understanding the three keys are Cost, Quality, and Schedule. The better the Quality of the documents the more complete the documents are the better the work orders can be passed on and implemented. All levels of the project are reviewed multiple times not only the project team but also other

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personnel from the firm will be used to help review documents, and procedures to ensure that the documents are robust. We create a log of the questions and concerns to the Architect, and we don't allow any further process until all issues in the log are solved before we go out to bid. The Clerk of the Works will create a log and keep an ear to the workers to prevent or minimize any change orders. The Clerk of the Works will also keep track of all costs on site during the project in addition to the project team members. We try to stay ahead of the Contractor making sure the payments are being provided when work is completed, schedules are met, and when milestones are completed or achieved. By following the mentioned concepts, we will achieve the goals and focus of Cost, Quality and schedule of the project.

**Tusino (Follow up question): Would you intend to have the same Clerk of the Works during the whole project or would you rotate the Clerk of the Works as demands change or at different parts of the project.**

Goyette: How we look at our projects we don't assign a Clerk of the Works at this timeframe due to the timeline of shovel in the ground due to a year to two years out, and a lot can change. So, we make sure the Clerk of the Works, or the construction representative will be assigned when first shovel is in the ground to the close out of the project. The Project Manager in this case Turner will be from the beginning to the end and will be involved throughout the whole project.

**Tusino (Follow up question): Are there aspects of the project that you will allow that the Clerk of the Works will not be on site, my thought is that the Clerk of the Works should be on site all of the time, some management styles are different.**

Goyette: There is a cost for a full time Clerk of the Works, Massachusetts building authority does mandate there is a representative on site. Some clients do want someone on site. We have tight communications with the Contractor and sub-contractors. We make sure that during specific times, inspections, testing, and schedules of the project that we have certain representatives on site. We like to have daily site inspections. We will update all information at the weekly updates to the Building Committee.

**Cadime: How do you handle conflicts between Architect the General Contractors and Sub-contractors. How do you coordinate the conflicts between the General Contractors and the Sub-bids related to previous work history?**

Goyette: We work on the contracts make sure they are robust with the General Contractor and Sub-Contracts. We work with a variety of General Contractors and Sub-bids we work on conflicts, and make sure that the issues are the past. We work with and make sure the General Contractors work with the Sub-bids and if not then according to the contract penalties might have to be paid.

**Cadime: How do make sure project schedules are met, while not sacrificing work quality? And if falling behind the schedule, how do you make sure the quality remains at the highest level.**

Goyette: The first thing we do is that we are very proactive when we obtain the General Contractor's schedule, we make sure that it is on point, logically makes sense and key tasks are outlined appropriately. We make sure that the Owners concerns, and requirements are taking care of. From that point, at each of the weekly meetings we make sure that the two week look ahead schedule is following along and matching up with the schedule that was created and if it does start to get delayed, we make sure the General Contractor will make up or create a recovery schedule which is provided and covers the delayed task or step. We monitor the schedule and coordinate with the General Contractor and the Owner make sure they always follow up.

**Question: Tell us about a project that could be considered a failure? What takeaways did you gain from that project?**

Goyette: Cove Grove Elementary School in North Adams, the takeaway was it did have a robust contract but a low bid project, which caused us to choose an out of state Contractor, and there was a learning curve. Make sure we coordinate and make the Owners aware as well as the Contractors for materials, logistics of the project, etc.

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DiLuzio: Project that was behind schedule and that we learned that we should have acted with Lawyers much earlier. And there was a delay due to the delay of acting with the Lawyers which then cause the action of the Contractor to be fourth in line to any completion. That Contractor was prohibited from any further work and is still disbarred.

Time ended for Colliers.

End at: 8:02pm

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10 Minute Presentation: Hill International: Start at 8:05pm – 8:15pm 8:35pm

Peter Martini – Principal:

Jim Devol – Project Director:

Andrew Pellegrini – Project Manager:

Intro & Presentation:

Martini: We are in the New England Office, we have provided a power point presentation, what sets Hill apart. Three things set Hill International apart; trust, risk management, and we care. Trust we will earn your trust by listening, and by performing things when we say we will. Setting this example, we expect the same of the Architect and General Contractor to do the same and follow the same procedure. Risk Management we are tagged with leader in the risk management, and we will properly identify it with the Owners help and provide within the first week provide a risk management tool at your disposal. And under the We Care, you will have my phone number, and give your project our most personal attention. We provide work on a wide variety of projects, different sizes and different communities, this project is very important to us. I work on my hometown building committee on my own time, because we like these town city projects.

Devol: Started in 1985, and started under a mentor from Paris, and told me three important things, first is to be detailed be accurate or be unemployed. Be careful that everything is done right, and to have integrity and at Hill International we do follow this principle. The second is having respect equals trust, to respond to emails and phone calls, follow up, never be late to meetings, actually be early to meetings. Be responsive, forthcoming with information and be collaborative with others that you are working with making schedules. Bring forth hard issues and find the solutions head on. Provide the Town of Seekonk with information to make informed decisions, throughout the project. That is the fundamental philosophy.

Pellegrini: We have done similar projects over 80 projects from schools, fire stations, police stations, and public works buildings. I have also been involved with police and fire projects even prior to working for Hill International. Why is Hill International the most qualified OPM, we will understand the committee's needs, wants, priorities, and we noticed in the Study there were three concepts. We review the documents and process to make sure that the committee is comfortable throughout the process. Provided examples of Acushnet, Webster Police issues that solutions were found and worked out to still provide what the Owner needed.

Devol: We will be proactive not reactive. We will get ahead of possible problems we will provide services for the Owner to remain on schedule.

**Question: What do you find to be the most challenging about managing a building project? How has your project management experience helped you to be prepared to manage those challenges?**

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Devol: One of the most challenging things is communication. Making sure what parts of the project are expressed and functionality and how the Architect understands what is wanted, needed in the drawings provided and presented by the Architect. Being able to communicate the steps and parts of the project to the Committee. Providing the information and the understanding of the process this is done by being good communicators providing methods of presenting the information to the Committee. Andrew what are some of the onsite challenges?

Pellegrini: Some of the challenges in the field or onsite challenges having the documents being complete and thorough and coordinating the information to the workers on site. [There is some break up of Pellegrini's feed during the meeting].

**Question: How do you manage and communicate with the various stakeholders on a building project (e.g. Town, architect, General Contractor, and filed sub-bids).**

**Question: How do you handle conflicts between the Architect and the General Contractor; and between the GC and File sub-bids?**

Devol: Establishing a trust between the workers or individuals and creating good solid open communication between all of the involved personnel. General Contractors can be problematic but treating them fairly but firmly throughout the process and show that you are not trying to beat the General Contractors up you can get things accomplished. Another part is to make sure that you select an Architect that doesn't have a history of confrontation with Contracts and has a contract administrator assigned to assist and coordinate. Conflicts with the File Sub-Bidders we are stuck with Chapter 149 which has pros and cons and to make sure an Architect can design plans that will follow along with Chapter 149 clear with the documents. If you don't have an Architect that has experience with Chapter 149 and can provide the drawings and process to fit along with the contractors and File Sub-bidders. A good set of documents that follow Chapter 149 and are explaining the steps of the project, which can prevent change orders in the future.

**Tusino: You have a process to work with the Architect to make sure the Architect is on track and to eliminate problems, who would work with, coordinate Architects.**

Devol: During the Architect selection process we need to make sure and prequalify that the Architect has experience with Chapter 149 and public works type buildings. Make sure the change orders are very low between errors, omissions, or minor mistakes are very low. By following this format can obtaining a qualified Architect in the beginning with experience will prevent problems or issues in the future.

Tusino asking Cadime if any further or additional questions. Cadime states believed questions were answered well.

**Question: How do you minimize and manage change orders on a building project?**

Devol: I was an estimator for a good portion of my career and have experience with the estimation and have a good idea of what everything costs. Asked Pellegrini, what was the cost change orders for the retaining wall in the Webster Police example from earlier [issue with connection when story was told during introduction]. The claim by the General Contractor of originally was \$300,000 claim for extended general conditions but settled for \$30,000 mainly because the General Contractor didn't provide updates monthly schedule or rarely did provide updates, even though they were asked in a timely manner because it wasn't documented no notice in writing.

**Question: What challenges can your client expect during a building project and how do you effectively communicate that to your client?**

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Devol: The types of challenges are usually related to the documents in general and drawings from the Architect but mainly conflicts between the Contractor and Sub-Bids.

Pellegrini: Only had about \$60,000 in change orders after the second bid when the Acushnet Police station modified the drawings due to the original bid was too high. From the \$60,000 in change orders, which is less than one percent and \$30,000 of the \$60,000 was for additional Police Officer lockers. Great example of having the documents and personnel on site involved and complete information.

Martini: Dealing with other challenges right at the beginning and then you think you are all set, and more challenges appear. The beginning of the project is the time where you have the most ability to affect the final outcome, when choosing the site, the Architect and then determine the square footage and then you are at the point to set the parameters. But once the project starts shovel in the ground is when you have a really hard time to change anything.

Devol: Biggest challenge is preventing the Owner from making changes. We can be the biggest enemy. And we should have thought of that better or earlier. If a good idea or thought comes up, we should try to work it out and might be the right thing to do. If we don't keep communicating, then we should work it out especially if financially it still works.

**Question: Tell us about a project that could be considered a failure? What takeaways did you gain from that project?**

Devol: Everyone has failures at some point in their careers, my biggest one is that I could not establish a good relationship with an Architect. Tried multiple ways but couldn't get it to work. What I would have done back when it happened, I didn't have the experience to change. However, today I do have the experience and knowledge and can bridge the gaps now.

Pellegrini: Webster Fire Station had the budget approved by the voters, prior to bringing in the OPM. The cost of the demolition was not budgeted. Had to be creative with the funds that were left over. Some examples that were modified were the Generator and the Power room in the building were moved close and have standard flooring and colors as examples.

**End: 8:32pm**

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**8:34pm**

10 Minute Presentation: Pomroy Associates: Start at 8:34pm – 8:44pm – 9:05pm

Richard Pomroy – Project Director & Principal [Owners] (In-attendance)

Taylor MacDonald – Senior Project Manager & Partner [Owners] (In-attendance)

Virgil Pacheco – Project Manager (not in attendance):

Clerk of the works – On Site Project Manager – TBD:

East Bridgewater Taylor MacDonald

Swansea – Virgil Pacheco

Introduction & Presentation:

Pomroy: With business partner Taylor MacDonald. Our Motto are "We Consider 'Above and Beyond' Just A Good Place to Start".

We own the company and work directly with the clients/Owners. Provided background of himself, 30 years' experience.



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MacDonald: I am a partner with Pomroy for 12 to 13 years, we the owners would be involved with the project and team. We would bring in Virgil Pacheco another project manager. We would have several on site managers which will be determined later.

Pomroy: E Bridgewater is where our office is located.

MacDonald: I am in live in Plymouth and Pacheco lives in Swansea. We concentrate in this area; we also try to focus on being in person and locations we can get to easily.

MacDonald: About 10 years ago we decided to focus on Public Safety projects long list provided. Also have experience for Fire Stations related to Fire Station experience for Fire Fighter wellbeing, the safety, decontamination, access roads to apparatus the parking and driving on the property, and the functionality. We also consider Response times, Fire Fighters inside the building in addition to the exterior of the building.

Pomroy: Mentioned the flow of the operation of the building.

MacDonald: The planning of all aspects of the building. The design of the building is the more difficult part of the project, the dispatch center and Fire Fighters. We are familiar with different equipment used by the Fire Department. Fire Department Operations and we take the time to learn the operations of the department. About 3 minutes left to Pomroy.

Pomroy: We are the owners. Practice constant management overlap, we have good reaction with past projects. Quality over Quantity we don't take all projects we like to take on projects that fit best for the Firm and don't take on too many projects. Our Financial and Budget Management is the best seen in the industry, forecasting of budget and financial have been told by past project owners that we have a very good strong program. Other firms do not provide as good of a budget and financial management. Team building, we are the advocates for the Owner. Everyone has a voice, and everyone is accountable we are the nucleus of the project. We have stated we usually work on public safety projects but occasionally take on other projects like libraries.

MacDonald: Philosophy on Construction Management, prior to construction, proper planning, good strong complete documents.  
Time Ended.

End of Presentation 8:46pm

**Question: What do you find to be the most challenging about managing a building project? How has your project management experience helped you to be prepared to manage those challenges?**

Pomroy: What we find to be most challenging is making sure the entire team; client/owner, project manager, architect, Contractor are always in sync, working with very strict budgets to comply with and most building committees are not in tune with municipal construction. Advising the team with proper procurement and proper management techniques of managing municipal we can keep the project moving forward, education is important.

**Question: How do you manage and communicate with the various stakeholders on a building project (e.g. Town, architect, General Contractor, and filed sub-bids).**

**Question: How do you handle conflicts between the Architect and the General Contractor; and between the GC and File sub-bids?**

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MacDonald: Goes to the team building that is built early on in the project. Everything is done with the full team on board. If we have a dispute bring everyone in and work out the problem if side meetings need to take place as an example with the owner, then we can hold those meetings. If done correctly and thoroughly in the beginning, then the documents should be able to solve any problems.

Pomroy: From the beginning we make sure that the documents are complete and take an extensive amount of time making sure the documents are complete before going out to bid. We haven't had a project in litigation. And our change order ratios are very low. If a dispute occurs, then documents are used and if determined to be in the documentation then the contractor owns the issue. If the documents do have issues, then the situation is negotiated, and a resolution is made.

**Question: How do you ensure project schedules are met, while not sacrificing work quality?**

Pomroy: All the contracts are completed with a schedule that is established when the contracts are introduced, make sure they are a reasonable schedule. When an overly scheduled contract is created then the Contractor could raise the price due to the damage clause which is in effect if the timeline is not met by the Contractor. If the Contractor falls behind, we do monthly and bi-monthly schedule reviews and if they fall behind, we require a makeup schedule. Under general conditions if not met we can hold back money. If we monitor the schedule from the beginning and communicate with the Contractor when something happens with the schedule, then most of the time we can get back on track quicker and easier and in a method not needed related to legal parts of the contract.

MacDonald: Also, due to being a Fire Station with specialized vendors. The other thing is we have to be proactive with the other vendors, furniture, fire station related etc, we need to make sure that those specialty contractors/vendors do not hold up the process and progress of the Contractor, we need to coordinate the schedule, so this doesn't happen.

**Question: How do you minimize and manage change orders on a building project?**

**Tusino (additional): What is your change order rate?**

Pomroy: Our change orders are less than a half of a percent. As far as reducing change orders the documents, drawings, or the project elements or eliminating something; then we will negotiate it. It is difficult to receive credits back from a contractor, especially when it is a change in the original plans, but we will strongly negotiate that if it occurs. It is difficult to get money back from a contractor but if you provide information of the value and it can be agreed upon then a change order can be fulfilled. As far as change orders in additional cost, we categorize change orders in three to four different ways, Unforeseen conditions, Design related changes, Owner upgrades, and value engineering. We are always looking to find ways to save money. We do find a lot of projects have changed orders which are related to Owner Upgrades.

MacDonald: To add that the values of items, Town might be due more credits, due to the cost of the items, products are reviewed by the on-site project manager what the town paid for and expecting in the documents. The place where I find the most where we find out the contractor is trying to get out of would be the close out, related to hours for HVAC, or similar fields and workers many times are during the close out, credits are not actually credited due to the project ending and can be forgot, we try to stay on top and make sure the credits are returned to the town.

**Question: What challenges can your client expect during a building project and how do you effectively communicate that to your client?**

Pomroy: That is an open-ended question. Would have to look back at previous projects and those challenges. One of those is to make sure the Town is aware or educated with the Massachusetts laws related to Contractors, and Sub-bid Contractors. The other aspects of the Owners vendors they have a tendency to be thought of last minute and need to obtain approval of other vendors.

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MacDonald: Mentioned the utilities can be waiting last minute. Need to start at the very beginning to start the process of bringing the utilities we can't wait to the last minute.

Pomroy: Once the notice to proceed is presented and signed the General Contractor's time starts clicking the General Contractor owns his own schedule and if any of the Utilities or Owner Vendors/Contractors cause a delay they will want an extension. We look at anything that is outside of the General Contractors control, and we identify those elements the Utilities, and Owners Vendors and we bring them into the schedule so we don't end up with issues later on that might hold up the process.

MacDonald: Something that is key to the project is a committee that is able to meet and make decisions and committed to the project and make the decisions for the Owner the Town. Having a committee that can meet quickly when change orders come up and can make those decisions makes the difference and process smoother.

**Question: Tell us about a project that could be considered a failure? What takeaways did you gain from that project?**

Ran out of time.

End 9:00pm

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Jim Tusino: Ranked:

CGA – filled in some knowledge not from paper presentation. Did a really good job.

Colliers – was a close second. Pomroy Associates – Was also a close second.

Hill International – Low or last.

D Viera: Ranked them very similar as to Member Tusino.

Eliminated Hill at the beginning.

Doesn't matter to me if Colliers or Pomroy is second.

Bourque:

Liked Pomroy then Colliers and CGA.

Sullivan: CGA, Pomroy, were at the top and Colliers was third and then Hill was last also agreeing with the other members.

Chief Rave: Agreed with everyone with Hill being last in ranking. CGA gave a good presentation and had experience with Fire stations.

Colliers had the subject matter expert. Being a bigger company not sure if we would have the full attention of Colliers. Between Colliers and Pomroy I believe Pomroy would be better. So CGA and Pomroy would be my highest ranks.

Cadime:

Pomroy= brought a different aspect or background of fire experience. Focused on related fire service experience, medical services, bunker gear etc. Collier= second. Hill= Third. CGA = Last

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Rondeau: All the firms did a very good job. With Hill feel bad that one member had technical issues and taking that into account. Agree that Pomroy and CGA did more during this interview vs the written presentation. Thought that Hill did a good job. I would rank them, Pomroy, CGA and then Collier and Hill would be tied.

Tusino: Mathematically from everyone ranking Pomroy and CGA would probably be the top picks. They both did a great job, and both have fire experience. Pomroy really like fire service/buildings and try to stay with mainly those buildings. They are also geographically close to Seekonk.

Motion made by Member Tusino to forward to the Board of Selectmen to negotiate with Pomroy Associates as the committee's first choice as the Town's OPM for the SSEFSBC, Seconded by V. Chairman Bourque.

Roll Call Vote: Tusino= Yes, Bourque= Yes, Sullivan= Yes, Rondeau= Yes, Viera= Yes. All in favor.

Motion made by Member Sullivan to forward to the Board of Selectmen to negotiate with CGA as the committee's second or alternate choice as the Town's OPM for the SSEFSBC, Seconded by Member Tusino.

Roll Call Vote: Tusino= Yes, Bourque= Yes, Sullivan= Yes, Rondeau= Yes, Viera= Yes. All in favor

Viera to Cadime any info or thoughts on the process.

Viera: I think it went very well.

Cadime: Went very well. And will have Office staff send out notices to the firms to notify.

Homework Assignments, the Sub-Committee members, Sub-Committee Chair Tusino, Member Bourque, Member Sullivan, Clerk Rondeau to fill out one evaluation form for every Firm total 7 firms. Which took place on February 17<sup>th</sup>, 2021 meeting.

Chairman Viera to fill out 4 evaluation forms for the 4 firms the Sub-Committee forwarded to the full Committee on the February 18<sup>th</sup>, 2021 meeting.

Mr. Viera requested Mr. Tusino to attend the Board of Selectmen meeting to be able to be present during the meeting when the firms are forwarded to the Board of Selectmen.

Motion to accept the minutes from the January 7<sup>th</sup>, 2021, meeting: Motion made by; Sullivan, Seconded by; Viera

Roll Call: Tusino= Yes, Viera= Yes, Bourque= Yes, Sullivan= Yes, Rondeau= Yes. All in favor.

Timeline: March 3<sup>rd</sup> meeting Board of Selectmen should be able to add to the agenda. Do we need to meet as a committee during the negotiation meeting with the Board of Selectmen. No further meetings are necessary until the OPM is selected.

*Town of Seekonk*  
*South End Fire Station*  
*Building Committee*

Once voted on Selectmen would negotiate the contract.

Motion to Adjourn Made Member Tusino. Seconded by; Sullivan

Rondeau= Yes

Bourque= Yes

Sullivan= Yes

Viera= Yes

Tusino= Yes

Meeting ended at 9:17pm