

SEEKONK DPW COMPLEX BUILDING COMMITTEE

3.22.2023

➤ UPDATES, DISCUSSIONS and ACTION ITEMS:

○ **References**

- **Brewster Thornton Group (BTG):** Received 2 references, both met expectations and they would hire again. Neither project had gone out to construction. Using the reference information we gathered from the South End Fire Station, a third positive reference would be from Bristol Fire and Rescue station. This project BTG followed through construction.
 - **Gannett Flemming:** Received 4 references. All were positive, said they stayed within budget, and they would hire them again.
- **HKT:** Received 5 references. All met budget, Change Orders were within tolerance. Three of the references were for the same project in Cambridge, the reviewers stated the project met budget and deadlines, 2 expressed concerns about HKT's staff had issues, but that the Principal J. Simenda was excellent in her depth of knowledge. The third said they had a wonderful experience and would hire again.

○ **Financial Stability**

- Annual Financial Statement (Confidential) were received from BTG and HKT, copies can be shared.

- **Debrief Request:** RGB requested a brief email or phone conversation to debrief on why they were not chosen.

○ **Interview Presentation**

- Information was shared with each firm in preparation of their interview presentation. In preparing for your interview, the presentation should include, but not be limited to, the following topics:
 - Key Members of the Team/Roles and responsibilities; Firm's commitment to continuity of staff; Distance to project
 - Community Outreach approach
 - History of designing to budget; design related Change Orders; Quality Control measures
 - Design approach; project schedule; concerns.