



Town of Bedford Building Committee Minutes (Draft)

Wednesday, February 22, 2023 – 4:00PM

Meeting location – Bedford Town Hall Reed Room, 10 Mudge Way, Bedford, MA 01730.

Attendance	
<b>Participating Members</b>	Sarah Stanton, David Grunes, Taissir Alani, Charles Ticotsky, Jamie Emerson, Nina Tate, Jeff Cohen, Angelo Colasante, Jeffrey Dearing, Mark Sullivan, Mark Daly,
<b>PMA Consultants</b>	Steve Rusteika, Brian DeFilippis, Karina Pena
<b>Members of the Public</b>	Mike Rosenberg ( <i>Bedford Citizen</i> )

**Meeting Minutes**

Item	Description
1	The New Fire Station Building Committee Chair, Sarah Stanton, opened the meeting at 4:00PM. The meeting was held in person at the Bedford Town Hall Reed Room, 10 Mudge Way, Bedford, MA 01730. The meeting began with introductions of those in attendance as participating members of the committee and PMA consultants the Owners Project Manager on the project.
2	<p>PMA presented a PowerPoint presentation which included reviewing previous public safety projects completed by the firm.</p> <p>Followed by a detailed explanation of the designer selection process. PMA, as the Owner’s Project Manager is responsible for the successful delivery of this process that includes the development and release of the Request for Qualification for designer services. During this process, thirty-five architecture firms were interested on the project, from those thirty-five firms, five firms submitted a proposal, four of which have been selected to move to the next stage of the process. PMA reviewed all five proposals received; the one firm that did not move forward did not meet the minimum requirements as per the Request for Qualification document.</p> <p>As part of the designer selection process, a designer selection committee will be assembled, and the members will include: one resident member of the building committee, three representatives from the Town and one member of the OPM team. The designer selection committee will be reviewing and evaluating all four packages received from the architecture firms. This will be followed by an interview process, now scheduled for Thursday, March 2, 2023. The selection committee will then rank the four firms who interview and deliberate to choose the most advantageous firm for the project.</p> <p>Lastly, negotiations and execution of a contract will occur with the chosen firm and the Town’s Counsel.</p>



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PMA then proceeded to review the project process. The project team will be doing project outreach for meetings with the Fire Department, Historic District Commission, Building Committee, other Town Agencies, and the community. Programming meetings with the designer to review and confirm the needs of the Fire Department will commence shortly after the designer is selected. Once the Design Development begins, PMA and Town representatives will review and comment on the documents until we reach 100% construction documents and estimates. PMA and the designers will each provide their own estimates to do reconciliations of said estimates to ensure that we are on budget.

The next step after that will be prequalification of a General Contractor and a Sub-contractors. The state of Massachusetts requires that any project over \$10 million must go through a prequalification process. Once those firms have been prequalified, the Town staff, PMA, and designer will work together to solicit bids for the project. The awarded contractors will be the lowest responsible bids received.

PMA then proceeded to review the Owner's Project Management responsibilities. Responsibilities include maintaining the budget and schedule; VE and bid alternatives. The OPM will be reviewing and approving all change orders, with the building committee providing oversight. PMA will provide daily, weekly, and monthly reports. They will also oversee quality control and assurance. They will work to minimize cost, schedule, and scope growth, and provide continuous contract administration. The OPM will also manage third parties/subconsultants such as testing agencies. And lastly, PMA will review and process monthly invoice and requisitions.

After the presentation was complete, Mr. Emerson moved to appoint Jeff Cohen as the resident representative on the designer selection committee. Ms. Tate seconded. The motion was approved unanimously. All information, including the proposal submissions, questions and evaluation form will be provided to Jeff Cohen for his review.

Future meetings will likely be held once a month, but may increase to twice a month in the later stages of the design process.

The committee was offered a chance to visit the 139 The Great Road site, and other new fire station buildings in the region. In response to a question about future growth of the community, Ms. Stanton noted that a Fire Department staffing study was done three years ago and that took into account permitted development.



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Mr. Dearing moved that the committee adjourns. Ms. Tate second the motion. The motion was approved unanimously. The meeting was adjourned at 4:47PM.

**Prepared by:** Karina Pena  
PMA Consultants