

Meeting notes
Reading School Building Committee
RMHS Architect Selection subcommittee

Date: May 21, 2002
Place: Guidance Conference Room, RMHS
Time: 6:30 PM

RECEIVED
TOWN CLERK
READING, MASS.

2002 JUN 14 P 4: 48

Present: Richard Radville (RR)
Jeffrey Struble (JS)
Dennis LaCroix DL)

DL opened the meeting at 6:30, and asked the committee if there were comments on reference checks on the 7 firms noted at the last meeting.

RR noted that he had contacted 4 references re HMFH, 2 re Office of Michael Rosenfeld, and 2 re Strelakovsky and Hoit. RR said that in general, all references were excellent. A few individuals offered comments about minor situations where they felt the architect or his consultants could have done better, but they felt the architect responded well and got through the issue well. RR felt that no reference comments would justify a change in position of any firm from the results of the previous meeting.

JS offered that he had contacted 3 references re Design Partnership, and 4 re Flansburgh. Again, all references offered excellent comments, and JS felt that all references felt the firms were technically competent.

JS had questioned the references extensively on construction phasing issues. JS described a conversation re the Westborough High School (Design Partnership), where the architect recommended that a program of 4 summers and three school years be used, but the town pressured the architect to come up with a plan of 3 summers and two school years. Ultimately, the shorter schedule could not be achieved, through no fault of the architect, noted the reference. The reference suggested that we be realistic when the phasing plan is discussed.

JS noted that he had high hopes that the Malden High project had great similarities to RMHS in terms of phasing without additions to use as swing space, but found that the City actually intends to vacate the building in large part for the duration of construction.

JS also noted that all towns were hiring construction project managers, and that they recommended that the firm have actual construction experience.

DL had contacted 3 references re Tappe and 2 re DRA. Again, DL found no complaints of any substance. All references felt the firms did very well on the phasing issues and were very much up to the task. DL noted that all firms had individuals who were easy to work with, communicated well, acted professionally at all times, and in general knew their business. DL noted that all firms used the people represented at the RFQ and interview phase, had senior people in charge, and there was no diminution of service.

Resident Tom Ryan asked about the difference between a Clerk of the Works and a construction project manager. RR explained that a construction project manager was generally a firm hired by the town to represent the town to the contractor and to assist in the design process, particularly from a "constructability" perspective. The construction project manager can also assist in a phasing plan design. RR further explained that a Clerk of the Works is generally an individual hired by the town to be on site during construction every day, to monitor job progress and quality control issues.

All present agreed that there was no reason (based on the reference check process) that advice offered to the full committee should be changed from that suggested in RR's memo of May 14.

RR moved to adjourn at 7:00. Motion was seconded by JS and the vote was unanimous.

Recent High School Projects

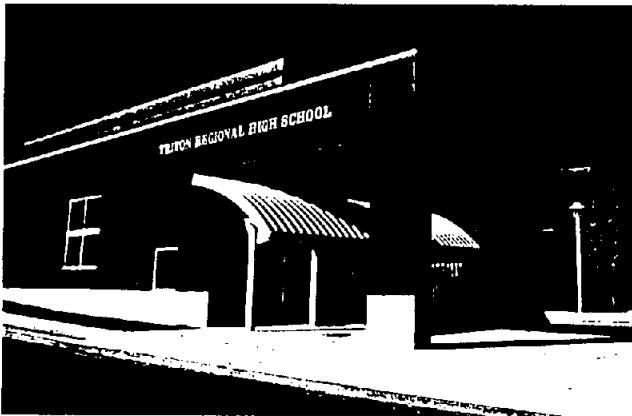
See Proposal for details



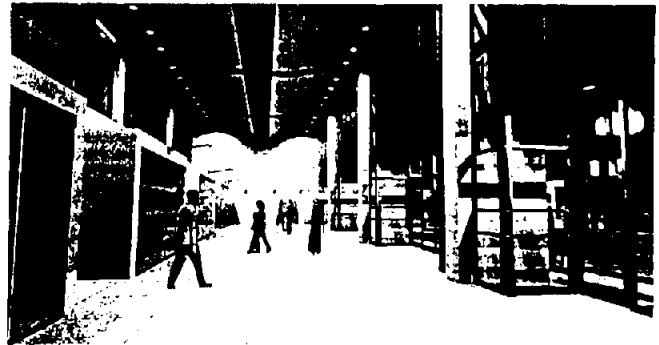
Fairhaven High School
 Phased Renovation/ Addition 81,160 SF (new)
 1999-2001 provides swing space for phasing



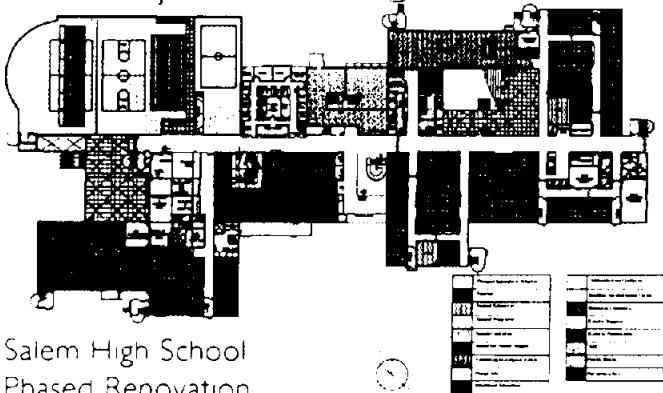
Ipswich High/Middle School
 ? Phased Replacement Site "New"
 1999-2001 Not occupied during construction
 No Phasing



Triton Regional High/ Middle School
 Phased Renovation/ Addition 64,000 SF (new)
 1999-2001 provides swing space for phasing



Malden High School
 Phased Renovation
 2003-2005 phasing success unknown
 project has not begun



Salem High School
 Phased Renovation
 2003-2005 Phasing success unknown; project has not begun.

SINCE 1996:

7 High Schools

\$280 million

2 million SF

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Town of Reading, MA
Reading School Building Committee
Architect Selection Subcommittee

Memorandum

To: Members of the School Building Committee
Fr: Richard Radville
Date: May 14, 2002

The subcommittee has completed its review of the Architect's submittals. In preparation for Tuesday's meeting, we want to ask for your help in a final evaluation step.

We have strong agreement on the top three candidates. These are:

Design Partnership
Flansburgh Associates
HMFH

After those three, the evaluations of the subcommittee varied somewhat. The following three firms were ranked highly by two members of the committee, but not by the third member.

Tappe Associates
Strekalovsky and Hoit
DRA

Further detailed group discussion on these three firms changed their rankings somewhat, but also brought a fourth firm into contention – The Office of Michael Rosenfeld.

The result is that we have the top three firms and four others that we could consider for the fourth interview slot. We request that all members of the committee take some time prior to Tuesday to review the proposals from these four firms, and be prepared to discuss the merits of each:

Tappe Associates
Strekalovsky and Hoit
DRA
The Office of Michael Rosenfeld

The subcommittee is going to try to check references on all 7 firms this week.

Please feel free to call me at 944-1192 or 617 723-8808 with any questions.

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Architect Selection Subcommittee

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Meeting notes
 Reading School Building Committee
 RMHS Architect Selection subcommittee

Date: May 13, 2002
 Place: Berger Room, Reading Town Hall
 Time: 7:30 PM

Present: Richard Radville (RR)
 Jeffrey Struble (JS)
 Dennis LaCroix DL)

DL opened the meeting at 7:30.

RR asked if there was any action as yet on notes for the previous meeting. There was none – this will be taken up next time.

The main order of business was the review of architect's proposals for the RMHS project. DL noted that he had difficulty assigning numerical scores to the firms, but was able to rank them in order nonetheless. DL had his top 8 firms ranked numerically, but did not rank the next 8, since he did not consider them qualified. RR suggested that the group run through the rankings to see how they came out. JS suggested that the committee discuss each firm's proposal briefly as well.

Comments were offered on all firms. After the first review, the firms were ranked as follows:

| Firm | Jeff S. | | Dennis L. | | Rich R. | |
|-----------------------|---------|---------|-----------|------|---------|-------|
| | Points | Rank | Points | Rank | Points | Rank |
| Flansburgh | 109 | 3 | -- | 3 | 97 | 3 |
| Tappe | 105 | Tie 4/5 | -- | Out | 80 | 6 |
| Kaestle Boos | 100 | Tie 7/8 | -- | 8 | 84 | 5 |
| HMFH | 112 | Tie 1 | -- | 2 | 104 | 1 |
| SMMA | 100 | Tie 7/8 | -- | 7 | 70 | 10 |
| Alderman McNeish | 78 | 13 | -- | Out | 62 | 12 |
| HKT | 92 | 10 | -- | Out | 71 | 9 |
| OMR | 102 | 6 | -- | 6 | 76 | 7 |
| Strekalovsky and Hoit | 95 | 9 | -- | 5 | 87 | Tie 4 |
| Design Partnership | 105 | Tie 4/5 | -- | 4 | 98 | Tie 4 |
| McManus Peterman | 57 | 16 | -- | Out | 63 | 11 |
| DRA | 112 | Tie 1 | -- | 1 | 75 | 8 |
| Dore & Whittier | 90 | 11 | -- | Out | 48 | 13 |
| Turner Group | 76 | 14 | -- | Out | 38 | 15 |
| ARCADD | 72 | 15 | -- | Out | 47 | 14 |
| Mt. Vernon | 88 | 12 | -- | Out | 76 | 7 |

It was noted that Jeff started each review with full points, taking away for noted weaknesses, while RR took a different approach, starting low and having the firms "earn" points. It was agreed that this different approach did not matter as the relative score was the important result.

It as noted after the first round that there were three top firms clearly in contention for an interview:

- Flansburgh
- Design Partnership
- HMFH

After this initial three, there was no clear candidate for the fourth interview position. RR noted that there were three firms ranked well by 2 members and low by one:

- Tappe
- DRA
- Strekalovsky and Hoit

It was agreed to look at each of these three proposals more carefully to see if reasons for the difference could be determined. After this second round of review, the rankings changed somewhat:

| Firm | Jeff S. | | Dennis L. | | Rich R. | |
|-----------------------|---------|---------|-----------|------|---------|------|
| | Points | Rank | Points | Rank | Points | Rank |
| Flansburgh | 109 | 2 | -- | 3 | 97 | 3 |
| Tappe | 102 | Tie 5/6 | -- | Out | 75 | 7 |
| Kaestle Boos | 100 | 7 | -- | 8 | 84 | 4 |
| HMFH | 112 | 1 | -- | 2 | 104 | 1 |
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After this second round, it seemed that there were four firms reasonably close for the fourth slot, after the top three.

- Tappe
- DRA
- Strekalovsky and Hoit
- OMR (Office of Michael Rosenfeld)

It was agreed that the subcommittee would send a message to the full committee asking that each member come prepared to discuss these four firms on May 21. RR agreed to do this.

It was also agreed that the subcommittee would perform reference checks on each of the 7 firms in advance of the meeting, not knowing which the full committee would select for a final interview. Resident Kendra Cooper suggested that as a part of the reference check, that State Department of Occupational Hygiene be contacted re past projects and any possible reports on air quality issues during construction.

It was suggested that the subcommittee cancel the scheduled 5/15 meeting and meet at 6:30 PM on May 21, to discuss reference checks if needed and any final details prior to the full committee meeting at 7:30. Jeff will do this.

RR moved to adjourn at 10:30. Motion was seconded by JS and the vote was unanimous.

Meeting notes
Reading School Building Committee
RMHS Architect Selection subcommittee

Date: May 6, 2002
Place: Berger room, Reading Town Hall
Time: 7:30 PM

RECEIVED
TOWN CLERK
READING, MASS.

2002 JUN 14 P 4: 49

Present: Richard Radville (RR)
Jeffrey Struble (JS)
Dennis LaCroix DL)

JS opened the meeting at 7:30, and suggested that the first order of business should be to elect a chairman.

RR nominated Dennis LaCroix as chairman. JS seconded. There were no further nominations. On a 3-0 vote, Dennis LaCroix was elected chairman.

DL appointed RR to be subcommittee secretary.

The committee walked through the process of review of the RFQ responses:
RR and JS indicated for the benefit of DL where to find the basic qualifications such as architect registration, insurance coverage, and determination of ability to complete all phases of the project if selected.

It was suggested that an appropriate process would be to review each proposal quickly first to get a flavor of the entire group, then go back and to a detailed review of each one. JS noted that it did not matter if each reviewer used a different baseline on the point scale as long as each used a consistent set of criteria. ?

The committee talked about the importance of experience in high school renovation projects, not just new construction.

It was noted that there may be limited experience with projects where phasing is required without the benefit of additions to use as swing space.

RR noted the importance of experience of the individuals proposed, and the fact that experience gained while employed at another firm also has value.

It was agreed to plan for two meetings the following week. JS will post meetings for Monday May 13 and Wednesday May 15, if needed. The purpose of the meeting will be to summarize reviews, discuss possible issues and comments, and hopefully select a shortlist.

RR will bring copies of reference check questions used from past projects.

RR moved to adjourn at 8:25. Motion was seconded by JS and the vote was unanimous.

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RMHS Architect Selection subcommittee**

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RR moved to adjourn at 8:25. Motion was seconded by JS and the vote was unanimous.

- RG asked the sub-committee members to articulate the particular strengths of the top three candidates that set them apart from the second tier candidates. DL responded that he felt the top three had composed their responses to pertain to Reading's particular needs rather than assemble bits and pieces of previous proposals to other towns. He said they were well experienced in high school renovations and the phasing for them. They applied themselves to trying to get this particular project rather than treat it as just another job application. RR responded that the volume and depth of experience with high school renovation projects presented by the top three put them ahead of the others, in his view. He also felt the experience of the designated individuals as well as the consultants listed put the three firms above the others. He agreed with DL that the specific attention paid to Reading's problems contributed to their elevated status. JS answered that the three firms had deep experience with high school renovations comparable in size to Reading's, not just partial reno's or projects much smaller than RMHS. They demonstrated how Reading's high school played to their strengths, mainly substantial experience of the firms, the individuals and the consultants with comparable projects. These demonstrations tied in well with the sub-committee's criteria for evaluating experience with high school renovations, which is why they scored so highly.
- RG then asked if any non-sub-committee members had made a decision about which of the four firms in the second tier should be interviewed.
- AM noted that the two firms who had done feasibility studies for the high school were in the second tier (Strekalovsky & Hoit and DRA) and may deserve further attention on the basis of their prior experience. He said that he was interested in hearing more from The Office of Michael Rosenfeld (OMR).
- BC said he favored S&H and DRA, based on their work in Reading and Newton.
- TT felt that two of the four firms in the second tier were comparable to the top three in terms of quality of design. However, only one of them had zeroed in on Reading specifically and also had personnel with demonstrable high school renovation experience and this was OMR. He said he found their proposal "quirky" and individualistic, but if he had to recommend a fourth interviewee, it would be them.
- PP said she had expected more information and enthusiasm from S&H and DRA, since they had worked on the high school previously, but did not find it. She was not sufficiently impressed enough with the other two firms to recommend them over any of the others, so she felt that the top three were enough to interview.
- MS agreed that the top three should be sufficient, but he mentioned that if another (second tier) candidate were to be called up to replace one of them, he would recommend S&H, based on their work on Coolidge Middle School.
- RP said he had reviewed the proposals and tried to follow the ranking criteria set forth in the evaluation sheets used by the sub-committee and found it difficult to do. He felt DL had had similar problems (DL had chosen not to

Dennis J. LaCroix

LaCroix, Dennis

From: Richard Radville [rradville@linea5.com]
Sent: Thursday, May 30, 2002 9:04 AM
To: 'Jeffrey Struble'; dennis.lacroix@genzyme.com
Subject: RE: Correction to the 5/13/02 Minutes



mhs ranking(1).doc



mhs ranking(1)v05.doc



revised meeting
5.13.doc



revised meeting
5_13v05.doc

Guys:

OK, here are two new docs. I also noticed ranking errors on my column, and changed to Jeff's system of "tie 6/7" so we'd be consistent. This actually changed the overall ranking of DRA / OMR, see the attached new summary sheet.

I'll bring copies os all tonite.

Check my math?

RR

-----Original Message-----

From: Jeffrey Struble [SMTP:strublestructure@worldnet.att.net]
Sent: Thursday, May 30, 2002 8:18 AM
To: rradville@linea5.com; dennis.lacroix@genzyme.com
Subject: Correction to the 5/13/02 Minutes

Rich and Dennis,

In going over my score sheets last night, I noticed that a revision that I made for Strekalovsky and Hoit did not make it into the minutes for the May 13th (marathon) meeting. I upped their score from 95 to 98, which did nothing to affect their relative ranking (still 9th on my list), but it should be noted correctly. I've attached a copy of the minutes with the score revised for S&H in red. You should make that correction before submitting the minutes for posting.

See you tonight.

Jeffrey W. Struble
Struble Engineering
604 Main Street
Reading, MA 01867-2951
(781) 942-3845
(781) 942-7083 Fax
strublestructure@worldnet.att.net
<< File: revised meeting 5.13 (1).doc >>

Dennis J. LaCroix

LaCroix, Dennis

From: Richard Radville [rradville@linea5.com]
Sent: Tuesday, May 28, 2002 2:19 PM
To: 'LaCroix, Dennis'; 'Jeffrey Struble'
Subject: rmhs



rmhs ranking.doc



rmhs ranking_v06.doc

Guys:

I just spoke to Russ. Advice of town counsel seems to be that to err on the side of caution, we should "rank" the firms as best we can.

See the attached document which does that based on our individual rankings of position, from the 5/13 meeting notes. The average is just that, the sum of the three rankings, divided by three. It does clearly support the notion that the top three were "above" the rest (rankings 1.33, 2.66, 3.0 for the top three, then 5.33, 5.5, and 6.0 for the next group). I think we did well!

Russ would like us to discuss and formalize this in our early meeting Thursday.

RR

Reading School Building Committee
 Architect Selection subcommittee, Schematic Design Phase
 May 28, 2002

| Firm | Avg rank | Position | Jeff S. | | Dennis L. | | Rich R. | |
|---------------------|----------|----------|---------|---------|-----------|------|---------|------|
| | | | Points | Rank | Points | Rank | Points | Rank |
| Flansburgh | 2.66 | 2 | 109 | 2 | -- | 3 | 97 | 3 |
| Tappe | ??? | ??? | 102 | Tie 5/6 | -- | Out | 75 | 7 |
| Kaestle Boos | 6.33 | 7 | 100 | 7 | -- | 8 | 84 | 4 |
| HMFH | 1.33 | 1 | 112 | 1 | -- | 2 | 104 | 1 |
| SMMA | 8.0 | 8 | 100 | 8 | -- | 7 | 70 | 9 |
| Alderman McNeish | out | | 78 | 13 | -- | Out | 62 | 11 |
| HKT | out | | 92 | 10 | -- | Out | 71 | 8 |
| OMR | 5.5 | 5 | 102 | Tie 5/6 | -- | 5 | 76 | 6 |
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Final
Ranking

Reading School Building Committee
 Architect Selection subcommittee, Schematic Design Phase
 May 28, 2002, revised May 30, 2002

CLERK
 MASS.

2002 JUN 14 P 4:49

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 Architect Selection subcommittee, Schematic Design Phase
 May 28, 2002

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Sent: Thursday, May 30, 2002 8:18 AM
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Subject: Correction to the 5/13/02 Minutes



revised meeting
5.13 (1).doc

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