

**Tisbury School Building Committee  
Town of Tisbury  
51 Spring Street  
Vineyard Haven, MA 02568**

**Final Copy – Minutes  
Friday, June 14, 2019, 5:00 PM  
Katherine Cornell Theater, 51 Spring St., Vineyard Haven, MA**

**Members Present:** James Rogers, Michael Watts, \*John Custer, Alice Robinson, Rita Jeffers, Peter Gearhart, Rachel Orr, \*Reade Milne

**Members Absent:** Harold Chapdelaine

**Others:** Jay Grande, Ben Robinson, \*Paul Lazes

\* Late arrivals or early departures.

**Meeting called to order** at 5:05 PM by Jim Rogers (*Recorder's note: discussions are summarized and re-grouped for clarity and brevity.*)

**Minutes** of June 6, 2019 meeting to be reviewed and voted on at next meeting.

**Organization of committee and meeting schedule:**

Town Information Technology Manager has all dates (2nd and 4th Wednesdays) on the town website calendar. Jim Rogers requests that members bring their schedules to the June 26 meeting to verify that the suggested schedule will allow for a quorum – both dates and time.

Roles needing consideration: Chairman, minutes (clerk/secretary), maintaining a website.

John Custer stated the previous project website was set up and maintained by the project manager. It was part of the previous contract. Rachel Orr saw that there was a clause in the OPM contract they could consider including.

Michael Watts stated the previous committee had very good notes. Marni Lipke did the minutes for the previous committee. She has been approached to continue with that service. Where do the funds for paying Marni come from? In the past she was paid from the funds from the project. Town counsel said yes they could be paid from the article.

Rachel Orr states the chair can fully participate in discussions. John Custer asked if Rachel Orr would be interest in being the chair. She agreed but would like the committee to be collaborative. John Custer made **motion: to nominate Rachel Orr to be the chairman of the Tisbury School Building Committee.** Alice Robinson second.

**8 Ayes, 0 Nays, 0 Abstentions**

Rachel Orr requested a vice-chairman be included in the committee management. Discussion followed. Alice Robinson made **motion: to nominate Reade Milne to be the vice-chairman of the Tisbury School Building Committee.** John Custer second.  
**8 Ayes, 0 Nays, 0 Abstentions**

### **Draft Request For Qualifications for Owner's Project Manager:**

Committee has received a scaled down version from the original [used with the previous project]. RFQ was generated by the town. Why wasn't it Amy Tierney? It was generated by Marie Maciel under Jay Grande who is the chief procurement officer for the town. Marie is the contract specialist for the town. David Doneski, Town Counsel, agreed that this is the proper protocol for generating the RFQ. Marie took what Amy sent and had no awareness of the committee's concerns, but wanted to get the base document started.

Committee agreed by consensus to review and mark up the existing draft then have a new draft created and circulated to committee members before a vote to accept the document is voted on. The Town Counsel will also need to review the changes.

Cover Sheet: Correct address for Marie Maciel to 115 High Point Lane.

#### I. Overview:

Paragraph 1, Lines 3 & 4: replace existing wording with: " to provide Project Management Services for the design and construction of a renovation and addition to the Tisbury School"

Paragraph 2: Rewrite first sentence to reflect the feasibility study already done. Rita Jeffers is uncomfortable with "A potential approved Project may include a renovation of the existing School, a renovation and addition of the existing School and/or new construction." Concerned including only renovation to the existing school, which should be a renovation and addition. It is misleading to me for the public. The building does not meet the needs educationally of the students – some spaces are inadequate or non-existing. Strike that from the RFP. Remove the verbiage of "renovation of existing school and construction," and "and/or new construction" to match the language in the warrant article [from April 2019 Town Meeting]. Strike sentence with project cost. This paragraph will be rewritten to make the wording consistent with the first paragraph and with the warrant article and remove the dollar figure.

Insert a new paragraph briefly describing the school.

Paragraph 3: Change fee for services amount to \$175,000.

Paragraph 4: Strike this paragraph completely. Concern about having too aggressive a schedule.

Paragraph 5: RFQ's will be sent to Marie Maciel. Dates to be decided, with a 30 – 45 days after posting at the General Registry.

Paragraph 6: Need to clarify the “Town” versus “Tisbury School Building Committee” and who will actually be signing the contracts, who will be vetting respondents. May want to have definitions in the RFQ, but they do exist in the OPM contract. What would happen if we do not get three finalists? The expectation is that we will probably have more, but Jay Grande will investigate as to whether or not the three is required. John Custer explained the interview process from the previous project.

Paragraph 7, 8 & 9: No changes

Paragraph 10: Discussion about whether or not school building experience or renovation experience should be included in this paragraph. Consensus is that those discussions should probably take place in the interviews. The greater concern is with architect's experience rather than the OPM's experience.

Paragraph 11: No changes

## II. Scope of Services:

Paragraph 1: Discussion of inclusion of “value engineering.”

Replace “designer” with “architect” throughout the section.

Add to second to last bullet (“Conduct inspections on the Project site...”):  
 “Maintain website for easy public access to information to such reports.” or  
 “Publish those reports on a website available to the public.”

Add a bullet: “Guidance and assistance in alternative funding sources.”  
 Discussion about some new funding sources. Both Rachel Orr and Reade Milne have been watching for funding bills and sources.

Discussion about OPM's duties of facilitation through the processes.

## III. Requirements:

No changes

## IV. Comparative Evaluation:

Add that it is desirable that the OPM has experience with K-8 schools, renovation/preservation of older buildings, environmental sensitive construction & systems plus knowledge of federal and state guidelines for space needs in schools.

#2, e. Replace “new construction” with “renovations and additions to existing schools.”

V. Evaluation/Ranking of Respondents: No changes, might use Massachusetts School Building Association checklist. Might also be able to use MSBA-approved list of OPM's to assist this committee in reviewing qualifications.

VI. General Provisions: No changes Clarification of MBE/DBE/WBE: Minority Business Enterprise/Disadvantaged Business Enterprise/Women's Business Enterprise

Committee members should contact Rachel Orr with any agenda items before Friday.

Clarification: OPM will help with choosing the architect, but committee should discuss what qualifications we want for the architect.

Alice Robinson suggested that touring the school might best be done in the next few days, before summer cleaning and room reorganization takes place. Also, she was able to find schematic of the existing school floor plan on the previous project's website for anyone wanting to access that information.

**Public Comment:**

Reminder from Ben Robinson to include finding alternative funding sources in the Scope of Services.

Jay Grande: Town staff will update the draft and distribute it to the committee. Town Counsel will also need to review changes. If there are any glaring errors/ changes needed to this draft, committee members should contact Jay.

**Adjourned** by motion, second and voted unanimously, at 6:40 PM.

Next Meeting Time and Location: Wednesday, June 26, 2019 at 5 PM. Location TBA

Minutes respectfully submitted by Alice Robinson

\_\_\_\_\_(signature on file)\_\_\_\_\_ July 12, 2019

Alice Robinson, Recording Secretary Date

\_\_\_\_\_(signature on file)\_\_\_\_\_ July 12, 2019

Rachel Orr, TSBC Chair Date

Minutes approved by TSBC 7/10/19