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Gary Christenson, Mayor

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Municipal Building Committee – City Hall Redevelopment
Conference Room, 17 Pleasant Street
Minutes of September 19, 2017 at 4 PM

Committee Members in Attendance			Others in attendance		
✓	Gary Christenson, Chair	Mayor			
✓	Ron Hogan	Mayor's Appt.			
✓	Debbie Burke	Mayor's Appt.			
✓	Eric Rubin	Pub. Facilities Dir.			
✓	Barbara Murphy	2016 Council Pres.			
✓	Craig Spadafora	Council Pres. Appt.			
✓	Ryan O'Malley	Ward 4 Councillor			
✓	Kathleen Manning Hall	Clerk			

MINUTES

1. **Roll Call of Committee members.** Meeting called to order at 4:01 PM. Clerk called the roll and there was a sufficient quorum.

2. **Overview of Anticipated Construction Schedule:** The first order of business is to hire an Owners' Project Manager (OPM) who is selected through a "qualifications based" selection process. The OPM acts as City's agent and consultant overseeing construction to completion of the project, advising as to design, project schedule, cost, etc. The City Hall building will be delivered as a shell complete with wiring, sprinklers, HVAC, etc. roughed in. Ron Hogan will provide the budget for the project and a rough floor plan at the next meeting.

3. **Review Process of Request for Proposal (RFP) for Owner's Project Manager and selection process.** Eight firms submitted responses to our RFP for OPM:
 - a. Hill International, Boston, MA
 - b. Bobrek Construction, Danvers, MA
 - c. Pinck & Co., Boston, MA
 - d. Construction Management Services, Marlboro, MA
 - e. P3 Project Planning Professionals, Norwell, MA
 - f. Architectural Consulting Group, New Bedford, MA
 - g. CBI Consulting, Boston, MA
 - h. The Vertex Companies, Weymouth, MA

Discussion ensued that a smaller firm may be better suited for the City Hall build-out. Based on a preliminary review of the applications, seven candidates will be interviewed. It was determined that a subcommittee should be formed to contact the candidates and conduct interviews. *Motion by Craig Spadafora to appoint a three-member Interview Subcommittee consisting of Ron Hogan, Debbie Burke and Ryan O'Malley; seconded by Barbara Murphy. All in favor, Motion passes unanimously.* The Interview Subcommittee will schedule interviews in the next two weeks.

4. **Miscellaneous.** Ryan O'Malley requested that the flagpole installed at the new City Hall be attached to the building.
5. **New Business.** No new business.
6. **Next Meeting:** t/b/d.

Motion to adjourn at 4:26 PM by Eric Rubin and seconded by Craig Spadafora. All in favor, meeting adjourned.