

**UNION STATION REGIONAL INTERMODAL  
TRANSPORTATION CENTER**

Owners Project Manager Services  
Review Committee Meeting  
60 Congress Street, Springfield, Massachusetts

**MEETING NOTES**

October 18, 2010

Meeting was called to order at 3:30 p.m. by Christopher Moskal, SRA Project Manager

Attending:

**Springfield Redevelopment Authority and Project Staff:**

Christopher Moskal- Union Station- Project Manager  
Amanda Goncalves- Financial & Compliance Officer for the Union Station project  
Maureen Hayes- Economic Development Consultant  
Peter Barry- Outside legal counsel

**Review Committee Attendees:**

Timothy Brennan- Executive Director, Pioneer Valley Planning Commission  
Leslie Lawrence- Vice President of Commercial Lending, MassDevelopment  
Jose Claudio- Director of Community & Relations Services, New North Citizens Council  
Guy Bresnahan- MassDOT representative  
William MacGregor- SRA Governing Board member (via telephone)

**APPROVAL OF MINUTES:**

On a motion by Jose Claudio and seconded by Tim Brennan, it was voted unanimously to accept the meeting minutes of the October 7, 2010 meeting, as amended to include under the sub contractors for Louis Berger Group, Inc. DHK Architects, Inc.; ELLANA Inc.; and the Downes Group.

**AGENDA ITEMS:**

1. **Review of Request for Services Selection Criteria**
  - Prior to discussions on each of the semi-finalists, Mr. Moskal reviewed the selection criteria contained in the RFS. The Committee also had access to and benefit of legal advice to insure that the process that was employed to reach the recommendations that it is providing to the SRA Board is sound, comprehensive and equitable.

## **2. Recap of Interviews:**

- The staff summarized the responses to the questions posed to each of the semi-finalists and their proposed team members and an overview of each of the interviews.

## **3. Reference and Material Checks:**

- Mr. Moskal outlined the information gathered by staff and legal counsel from the reference checks and due diligence review of each firm and its proposed subcontractors. The process included the references provided in their submittals, inquires of other public agency contacts, as well as background information from Web sources. Attorney Barry summarized his background checks and the impact that the information might have on their performance of OPM services.

## **4. Discussion and Next Steps:**

- The committee members discussed the findings and information obtained and discussed how each of the semi-finalists demonstrated that it has significant experience, knowledge and abilities with respect to public construction projects of similar size, scope and complexity as the Union Station Regional Intermodal Transportation Center. The committee took into account all available information including: the scope of work; project-specific criteria and information; references; respondents' performance records on previous public and private work; interviews; and information contained in the response.
- Following extensive deliberations about each consultant team's qualifications, skills, personnel, experiences and references; each Review Committee member verbally presented his or her individual ranking of the finalists in order of qualification, along with the rationale for the ranking. The rankings were unanimous, and a subsequent vote of the Review Committee was taken.
- The Review Committee ranked the three finalists in order of qualification, as follows:
  - # 1 Skanska USA Building, Inc.
  - # 2 Arcadis US, Inc.
  - # 3 URS Corporation -- New York

**5. Action Items:**

- The members instructed the staff to draft a recommendation based on the committee recommendation to the SRA Governing Board and send the draft individually by e-mail to each member for editing and review.

Meeting was adjourned at 5:45 p.m.

Submitted by

Christopher Moskal