

**UNION STATION REGIONAL INTERMODAL
TRANSPORTATION CENTER**

Owners Project Manager Services
Review Committee

MEETING NOTES
September 13, 2010

Meeting was opened at 11:00 a.m. by Christopher Moskal, SRA Project Manager

In attendance:

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)

AGENDA:

1. Introduction:

- Brief introductions of Committee members and SRA staff
- The project team briefed the Committee members as to the role of the review committee and the process.
- Mr. Moskal reviewed the contents of the packages distributed to each member, which included: Copies of the six (6) responses, an overview of the OPM statute, and a copy of the 2008 Redevelopment Plan Summary (HDR plan), the four (4) Addendums to the RFS (4), and the evaluation criteria along with the organizational charts from each of the submittals. A full copy of the RFS and the Redevelopment report were previously provided via e-mail.

2. Project Overview:

- Ms. Hayes provided an overview of the Union Station project along with the upcoming procurements and time line for the project activities. The HDR plan is the basis for the project. The plan has been endorsed by the SRA.

- An explanation of the CM at Risk process was explained. Staff will supply additional information to the members on the CM at Risk construction delivery method.

3. Goals and Responsibilities:

- Attorney Barry reviewed the legal aspects and regulations and informed the members that all meetings of the committee would be posted and open to the public.
- This is a qualifications based process.
- At this time, the Review Committee voted not to have a Chairman, the meetings will be run by the SRA Project Manager, Mr. Moskal.

4. Review of Request for Services for OPM:

- Six responses were received and all met the minimum requirements (Reviewed by A. Goncalves, C. Moskal & S. Cole on 9/9/2010)
- Discussion and Q&A then Incurred amongst the members regarding the format for review and the timeline.

5. Review Format and Schedule:

- The members agreed to read through each of the submittals and review their notes at the next meeting.
- The committee set the following meeting schedule:
 - Wednesday, September 22, 2010 @ 2:30 p.m.
 - Friday, September 24, 2010 @ 11:00 a.m.
 - Interviews: Thursday, October 7, 2010

Mr. Moskal will notify respondents of the October 7th interview date, should they be selected for an interview.

Action Items:

Staff to send out the list of meetings dates, an informational sheet on the CM at Risk construction method, and an electronic version of the evaluation criteria

Meeting was adjourned at 12:15 p.m.

Submitted by

Amanda Goncalves