

**UNION STATION REGIONAL INTERMODAL
TRANSPORTATION CENTER**

**Designer Selection Committee
MEETING MINUTES
November 10, 2010**

A meeting of the Union Station Designer Selection Committee was called to order by Christopher Moskal at 1:00p.m. at the City Hall Annex, 70 Tapley Street, Springfield, MA.

In attendance were:

Springfield Redevelopment Authority and Project Staff:

Christopher Moskal- Union Station-Project Manager
Maureen Hayes – Economic Development Consultant
Amanda Goncalves- Financial & Compliance Officer for SRA

Selection 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
Armando Feliciano- Chairman of the SRA Governing Board

Also present:

David Caldwell, Skanska Building USA, Inc.

INTRODUCTION:

- Brief introduction of committee members, SRA staff, as well as Mr. Dale Caldwell from Skanska.
- Ms. Hayes and Mr. Moskal reviewed the legal aspects and regulations and informed the members that all meetings of the committee would be posted and open to the public.
- Mr. Moskal reviewed the contents of the package that was distributed to each member, which included: the meeting agenda, the SRA Designer Selection Procedures and an organizational chart of each submitting team along with the evaluation criteria from the RFQ for notes by each member.
- Mr. Moskal informed the Committee members on the need to appoint a Chair to the committee and at this time, on a motion by Ms. Leslie Lawrence and seconded by Mr. Jose Claudio, it was unanimously voted to name Mr. Guy Bresnahan as Chair of the Committee.

COMMITTEE RESPONSIBILITIES:

M. Hayes and C. Moskal provided an overview of the SRA Designer Selection Process (adopted September 13, 2010) as well as guidance provided by state and outside agencies including DCAM, the Designer Selection Board (DSB) and the Mass School Building Authority (MSBA).

The process is qualifications based. Guidance information provided by the Designer Selection Board (DSB) indicated that they do not score, all submittals are screened to make sure they meet the minimum requirements and, based on DCAM evaluations, references and interviews on complex projects, three ranked finalists are recommended by polling individual committee members. A written recommendation is then sent to the State agency seeking the services detailing the reasons for the ranking of the three finalists for design services.

DISCUSSION & EVALUATION OF PROPOSED FIRMS:

Four responses were received for the Union Station project and all met the minimum requirements set forth in the RFQ.

Discussion took place regarding the review of each submittal by the committee members and a question was asked if any of the submittals should be dismissed. In response the majority of members agreed that the submittal from Finegold Alexander did not meet the standard of the other three responses. Many of the members were not impressed stating that it was lacking in its presentation, in addressing the criteria in the RFQ, and had no depth in their analysis of the project and potential enhancements along with a lack of creativity. Mr. Bresnahan voiced concern that after reading the submittals and referring to the evaluation criteria in the RFQ, he did not have adequate information to evaluate the Finegold Alexander team.

A motion was made by Ms. Lawrence and seconded by Mr. Brennan to dismiss the response from Finegold Alexander from further consideration. After a lengthy discussion by the committee members, it was voted to dismiss Finegold Alexander from further consideration, with Mr. Bresnahan abstaining. The Mr. Bresnahan expressed his concerns that by knowing the total commitment of the key players and their subcontractors along with an elaboration of past/prior projects would allow for a more thorough evaluation of each of the three firms on a more uniform basis, especially after the reference checks were completed. Many did not feel the same way and were basing their initial judgments on a more general overview of the firms' presentation, certifications, and presentations to the Springfield Redevelopment Authority.

The team discussed his concerns and came up with the following alternative:

Each firm, will submit in writing the following information: "Using your Table of Organization provide the percentage of time for each team member for each of the six phases in the RFQ and submit to the SRA as soon as possible but no later than 3:00pm on Wednesday, November 17,2010."

The committee decided to extend the interviews to a 60 minute presentation with a 30 minute follow-up for questions and answers from the Committee.

Tim Brennan made a motion to interview three firms, Cambridge Seven Associates, Inc, IBI Group, and HDR Architecture, Inc. including the additional information requested of all interviewees; 2nd by Jose Claudio: The motion passed unanimously.

David Caldwell, from Skanska Building USA, Inc., the firm selected as Owner's Project Manager for the project concurred with the selection of the three firms.

The committee members instructed the staff to send a letter informing the three unranked firms of the interview schedule and the additional information request.

Armando Feliciano made a motion to adjourn the meeting at 2:30 p.m; 2nd by Tim Brennan.

The next meeting is set for Friday, November 19, 2010 at 11:00 a.m. at the PVPC Conference Room.

Submitted by: Amanda Goncalves, Finance & Compliance Officer