

Approved
20june23

FUTURE FACILITIES RFP WORKSHOP
May 16, 2023

Present: Pat Christian, Facilitator

Selection Sub-Committee Members Present: Dick Hogue, John Libby, Matt Nielsen,
Andy O'Brien, Mike Pascarella, Jesse Peters

Excused: Andy Seymour

Notetaker: Kathy Hogue

1. Pat Christian opened the workshop meeting, 6:30pm.
2. Andy Seymour is unable to continue to serve on this sub-committee (due to family and work priorities) but has submitted his scores and evaluations. The group all agreed to use his input/score sheet for this review process.
3. Pat C. provided notes submitted from the Selection Committee – are they reflected correctly?
 - a. Jesse corrected that under “Port City” his comment regarding Tom Saucier should say “was” my neighbor not “is” my neighbor.

PROPOSAL REVIEWS / plusses & minuses

Artifex - Bangor, ME

- +price competitive (least expensive)
- +substantiated price reflects the task being completed
- +only company to mention Public Works
- +have done several municipal Fire Department/Public Works projects in the state
- +their projects fit Pownal's town character and would meet the Town's needs
- +the majority of their previous projects came in under proposed budget
- +they asked the most questions and requested more information after the site tour
- +they are a small company with less overhead

- budget wasn't broken down (as much as other proposals received)
- distance from Pownal would affect travel time costs and efficiency
- there were formatting issues in the proposal – several sentences were cut off, thoughts not completed – concerns over attention to detail
- use of sub-contractors for the project vs. their own staff (why are they cheaper?)

Haley Ward – Bangor, ME

- +they use their own staff
- +versatile in municipal projects (water & sewer experience)
- +budget was detailed and complete
- +experience with project fundraising, materials and information (could assist us with fundraising)
- their projected costs were the highest compared with other 2 proposals received
- Lewiston office rep is newly hired, brings municipal experience from previous independent employment
- office being in Bangor seemed to reflect budget (travel time, mileage, meals, lodging?)
- seems versatile but not as focused
- qualifications/references to undertake the project refer to sewer and road type projects, not necessarily buildings
- “potential sites established” was not specified/requested in RFP
- made references in cover letter to “the development of a village center as discussed in the 2021 Comprehensive Plan” – this was not requested nor part of the RFP

Port City Architecture – Portland, ME

- +locally situated
- +budget was explained in more detail with fewer mistakes
- +budget was more realistic giving us the most “bang for our buck”
- +fee is not off-base considering time and service
- +experience in similar buildings/projects – can do design and provide construction oversight
- +have done many Fire Stations and Public Works facilities in the area (i.e. Falmouth, Buckfield, Yarmouth, Cumberland)
- +has the most experience in municipal buildings compared to other proposals received
- +stood out to be the most qualified as to what we are looking for
- what happens after 2-3 months? Additional costs? Is there a contingency?
- an additional 2% will be added to invoice costs for technology overhead (phonecalls, faxes, emails, etc.) – this could add up
- need to hold them to being aware of Pownal’s specific needs and reflect our rural character
- proposal assumed we would be building 2 separate buildings for FD and PW – this has not yet been decided

ADDITIONAL COMMENTS

- All agreed to take Haley Ward “off the table”
- Port City is local with lots of experience
- What do we have for information to evaluate company’s history/experience?
- Are there any other Fire Department projects in the area? (Andy noted that both Falmouth and Yarmouth used and recommended Port City.)
- Artifex: \$150 in mileage not reflected, lack of attention to details could come back to bite us
- May need more cost clarifications from Artifex

STRAW POLL DECISIONS/VOTES

1. All agreed to offer Port City the job
2. Although Port City proposal costs were between \$36,022 - \$36,986, all agreed that the town meeting request should read “up to \$50,000” (from ARPA funds) and the warrant article be amended to reflect that amount at the May 22 Select Board meeting.

REASONS FOR THE DECISION MADE

1. *Explain how/where Port City Architecture stood out from the other proposers:*
 - a. They have done a number of projects in the area with follow-up work
 - b. Easy to contact
 - c. Have municipal qualifications
 - d. We would “hear” any negatives
2. *Explain why Port City is the best “fit” for Pownal:*
 - a. Local / close proximity
 - b. Explanatory budget breakdown – detailed commentary
 - c. Fewer mistakes in proposal (proof read)
3. *Explain how Port City brings the best value to Pownal:*
 - a. Most “bang for the buck”
 - b. More realistic budget
4. *Explain the capabilities of Port City to participate in subsequent phases of this adventure or is this a one and done?*
 - a. Can do design and construction oversight – may be a positive for architectural design in the future.
5. *For the number 2 choice, explain Artifex’s key short comings that kept them from being the top choice:*
 - a. Distance from project (located in Bangor)
 - b. Budget not detailed
 - c. Lack of attention to detail in presentation
 - d. Communication issues (were poor in returning phonecalls/emails)

NEXT STEPS

1. FFC full committee meeting on May 17, 2023, to make final decision/vote on agreed-upon proposal.
2. If agreed/voted – notify Port City of our decision.
3. Determine with FFC if May 30 is a date that will work to meet with Port City.
(Also check with TA to reserve a space at Town Hall)
4. Further questions from committee members are to be forwarded to Pat by 1:00pm on May 23. Pat will send/forward them to Port City on that date asking for their response to be sent no later than May 26.
5. Ask Port City to forward their draft contract ahead of joint meeting.
6. Andy, Jesse and Bo will check references and will send information to Pat before joint meeting.
7. Pat to draft letters to other firms to notify them of our decision.
8. Pat will meet with Becky to review what/when/how she would like things done.
9. Pat will determine with Becky if the Town has a standard contract for professional services.

PLUSES / DELTAS IN THE PROCESS

+Good process

+Comfortable speaking environment

+Non-partial

-Timeline was a bit tight – could have used more lead time and should have included Becky in process (helps with any unknowns)

NEXT MEETING

Wed, May 17, 2023 @6:30pm

Respectfully submitted,

Kathleen A. Hogue