



BARNSTABLE FIRE DISTRICT



Fire Station Building Committee Meeting Minutes Barnstable Fire District

Date: February 29, 2024
 Time: 4:00 PM
 Location: 3249 Main Street 2nd Floor

Attendees:	Name	Affiliation	Comment	Initials
	Peggy Bernard	Member	By Phone	PB
	Bill Quinn	Member		BQ
	Peter Bergin	Member		PFB
	Brian Hickey	Member	Absent	BH
	William A Jones III	Prudential		WJ
	Chris Beal	Fire Chief		CB
	Kevin Brailey	Deputy Chief		KB
	Ryan Jones	FF Union Rep		JW
	Steve Rizzo	OPM		SR

Meeting Notes

Item	Subject	Discussion	Action By:	Open/Closed
22924.01	Building Committee Organization	With the authorization of the Prudential Committee vote on February 20, 2024 the Fire Station Needs Committee has become the Fire Station Building Committee. Hereafter called the Building Committee. Also, Steve Rizzo has been designated by the Prudential Committee as the Owner's Project Manager (OPM). The Building Committee made up currently of 4 volunteer voters of the district (the voting members), a member of the Prudential Committee, the Fire Chief, the Deputy Fire Chief, the Union Representative, and the OPM (non-voting members) has elected Bill Quinn, as Chair.		Closed
22924.02	Project Structure	The committee reviewed the proposed project structure and team roles and responsibilities. It was noted during the discussion that input from the fire fighters regarding station layout and flow would occur via sub-committee (user groups)during the deign process with the architects. These will occur during the course of the development of the design and will be scheduled as needed.		Closed
22924.03	Awarding Authority	The Prudential Committee is the only body that can award contracts and make financial decisions on the project once warrants for expenditure are approved by the voters of the District. The Building Committee will review bids, proposals, design options, as they come up and approve such. Any approvals having financial impact on the project will be referred to the Prudential Committee for action. These will include contract, change orders, etc.		Closed
22924.04	Approving Authority	The Building Committee will have the authority to sign off (approve) building plans at each phase of the design. The sign-off of each design phase concludes that phase and authorizes the design team to begin the next phase of the design. The Building Committee will also review the current status of the project budget prepared by the OPM. The Building Committee will provide the Prudential Committee with regular project cost updates based on these reviews.	SR	Open

Meeting Notes

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22924.05	RFQ Process	RFQ's for design services are due on March 20 at 2:00 PM, These will be opened at that time by Steve Rizzo and Chris Beal and reviewed by them for completeness. Any incomplete responses will be set aside. The remaining complete responses will be catalogued and distributed to the Building Committee electronically. Original responses will be kept at the Fire Department. Steve Rizzo & Chris Beal (?) will begin calling references provided.	CB / SR	Open
22924.06	RFQ Review	The Building Committee will begin review of the design team responses at the next meeting. We will need to decide how and who should call references provided by the respondents. The process of review and evaluation must be completed by March 29th in order to maintain our schedule. On the 29th the top three design teams will be asked to provide fee proposals	SR	Open
22924.07	Budget Review	Steve Rizzo presented a preliminary budget table for the project. The table included each anticipated major line item. This format of budget will be used to track overall project costs and expenditures.	SR	Open
22924.08	Designer Selection Score Sheet	Steve Rizzo presented a draft score sheet for scoring the RFQ responses.	ALL	Open
22924.09	Public Outreach	The Building Committee asked Peggy Bernard to keep a listing of responses to public questions about the new Fire Station. Each Committee member was asked to forward any and all ideas on topics such as why does the station need to be replace, what advantages/benefits will be gained by the new station, etc.	ALL	Open

Next building Committee Meeting is scheduled for Thursday, March 21, 2024 at the Fire Station