

# **FIRE STATION BUILDING COMMITTEE MINUTES**

**March 25, 2025**

**Hybrid Meeting**

**Town Hall Room 5**

MEMBERS PRESENT: Ms. Abby Hurlbut, Chief Don Stats, Lieutenant Jon Burt, Town Administrator Michael Gilleberto, Mr. Nick Masse, Mr. David Rudloff and Ms. Karen Moberg (recording secretary).

Mr. Todd Woekel, Mr. Joe Parisi and Mr. Don Kelliher (all virtual)

OTHERS PRESENT: Mr. Bryan Fors (Vertex), and “Jeff” (both virtual).

Meeting called to order at 5:30 P.M.

Ms. Hurlbut handed the meeting off to Mr. Fors from Vertex who worked with Mr. Parisi on the draft RFQ (Request for Qualifications) for Designer Services. Mr. Fors and Mr. Parisi had made edits to the document given suggestions from the committee. The revised document had been emailed to the committee. There was a conversation about once the RFQ goes live, who would answer questions from plan holders. It was determined that Mr. Fors would be the “holder of the document.” He will keep the plan holder list and respond to questions that come in.

Mr. Rudloff asked about the optional conference for bidders. Would it be on-site or virtual? Mr. Fors responded that they are typically in-person so that bidders can view the site, but in this instance virtual would be ok too. The pre-bid conference is scheduled for Wednesday April 16 at 10am. Ms. Hurlbut asked the committee for preferences regarding the conference being in-person or virtual. There were not strong feelings with either, some members were in favor of in-person. Chief Stats was asked if the conference could be held in the training room. He said it could. The location of the conference to be updated in the draft RFQ before posting.

Mr. Masse informed the committee of language he suggested for addition to the RFQ. It was a that the “Designer to Design to Project Budget.” The committee agreed to include this language in the RFQ.

Mr. Parisi then reviewed the criteria in the RFQ to show the mark-ups since the previous draft. Criteria that was added included Community Outreach and Architect Membership in Fire Service Organizations. There was further discussion on the criteria related to contractor office location in respect to North Reading. There was a feeling that candidate score was more important than office location. The committee did not want to discourage candidates. The consensus was to not include this in the criteria of the RFQ. Mr. Parisi and Mr. Fors noted that location could be considered later in the process as a potential interview question.

Mr. Fors posted a question to the committee regarding the scoring process and how initial scores will determine the steps in the evaluation process. Will scores be used solely to determine what candidates are invited for an interview? Will scores be counted in final decision to award in addition to the interview? Chief Stats and Lt. Burt felt that scores would be used to determine who would get an interview. The rest of the committee was in agreement.

Mr. Fors to be the keeper of the RFQ and respond to any plan holder questions. The Town is responsible for all posting and advertising. Mr. Parisi may be out at this time, Mr. Woekel to handle advertising and postings for the Town.

Mr. Parisi displayed Attachment D from the RFQ. This page includes a listing of all of the attachment documents available to bidders. The page directs bidders to NorthReadingFire.Org/Building-Project where they can obtain presentations, design plans and specifications that has been developed for the project to date. The website will include past project presentation, HKT documents (specs, cost estimates, cost analysis) and the MRI report. Mr. Masse asked if architects may inquire about the previous architect on the project. Mr. Fors responded that he would speak to the charge of the project and the Town's reasoning for the new project. The original idea was for Central Station renovation, but given the findings of the MRI report the vision for the project was changed. Mr. Gilleberto felt the documents listed in Attachment D were helpful but did not want the contractor to mistake that they are bidding on the original project. There was some discussion about changing the order of the documents listed. Chief Stats to match that order on the website. Mr. Fors also noted that the scope of work in the beginning of the document also spells out what has already been done to date.

The conversation returned to the criteria. Mr. Gilleberto mentioned the Membership in Fire Service Organizations and if that is something that firms would have. Mr. Rudloff commented that a firm could have a consultant as a part of their team that has Fire House knowledge. That professional would provide the "shell" of a plan to the architect. Mr. Masse noted that even if a firm does not have membership in these organizations, they could still show off any awards their have received in this space.

Mr. Masse suggested adding Alternative and Restricted site experience or Phasing and Occupied site experience to the criteria. Mr. Fors to make that edit and distribute to the committee.

- A motion was made by Mr. Masse and seconded by Chief Stats to accept the RFQ with the addition of language discussed. **VOTED: UNANIMOUS.**  
Virtual votes – Kelliher AYE Parisi AYE Woekel AYE  
In Person all in favor – Hurlbut, Stats, Burt, Gilleberto, Masse and Rudloff

After the vote it was determined that Mr. Masse would inform the Select Board of the plan to move forward. The RFQ award would be pending Town Meeting approval. The process will happen before TM to keep the project moving forward but the contract will be awarded pending TM approval.

The committee then went on to discuss the formation of a subcommittee for the interview process. Chief Stats, Mr. Masse, Mr. Rudloff, Mr. Woekel and Mr. Fors were suggested for the subcommittee. The process for the subcommittee was discussed. It was determined that the subcommittee would rate the applications and make recommendations to the full committee for interviews. The full committee would vote to grant interviews. The subcommittee will interview candidates and make a final recommendation to the full committee for vote. Once candidate is selected, recommendation will be made to Select Board. Mr. Fors posed the question if his vote in the subcommittee would count. He is a non-resident. The committee was in consensus that Mr. Fors vote would count in the subcommittee.

- A motion was made by Lt. Burt and seconded by Mr. Rudloff to form the subcommittee consisting of Chief Stats, Mr. Woekel, Mr. Masse, Mr. Rudloff and Mr. Fors to review the RFQ and complete the interview process. **VOTED: UNANIMOUS.**  
Virtual votes – Kelliher AYE Parisi AYE Woekel AYE  
In Person all in favor – Hurlbut, Stats, Burt, Gilleberto, Masse and Rudloff

Mr. Fors to manage communication with the subcommittee.

Mr. Parisi gave a brief presentation on financials on the project to date.

- HKT schematic design and supplemental services  
Total Invoice \$265,497.65, Contract Amount \$293,813, Balance \$28,315.35
- HKT Final Design Contract  
Total Invoice \$788,589.82, Contract Amount \$798,736, Balance \$10,146.18

Any unspent funds will be returned to the original accounts. Some may be ARPA funds.

Ms. Hurlbut noted that the committee will need to discuss outreach and how to get information out to the voters. Chief Stats mentioned once the Study and Video are posted on the Fire Department website then the link can be shared out via social media as well. Ms. Hurlbut asked Mr. Gilleberto to speak with the Transcript editor to get some coverage on the project. Mr. Gilleberto noted that he has had good response from the Transcript when written information has been provided. Chief Stats commented that the Transcript could be invited to the Fire Station. Mr. Rudloff commented on the MRI report data and how response time and GIS data could be used in outreach. He suggested that rather than interpreting by streets or areas, that the committee could show the public the number of houses on each street and how response time would be improved in terms of number of houses. Mr. Rudloff to come up with a short essay that describes the potential improved response times by house. The number of homes on a route and the change in response time. Improvement in terms of % of homes. There was a conversation on language to be used when referencing some areas of Town not served as well as other areas of Town. The focus will be on response time and distance for headquarters. Mr. Rudloff commented to keep the other part of the message included as well. That message being the poor conditions of the Fire Station and the need for decontamination areas. Ms. Hurlbut noted that part of the messaging has been on-going. Lt. Burt commented that there have been multiple studies over the past 15-20 years that all show the same things. Mr. Kelliher commented that if the issue is response time, then the message should describe the improved response times of adding a west side station.

Next meeting Wednesday 4/2 at 5pm, virtual. Committee to further discuss outreach.

- A motion was made by Chief Stats and seconded by Mr. Rudloff to accept the minutes of 3/19/25 as revised with Mr. Masse's edit. **VOTED: UNANIMOUS.**  
Virtual votes – Kelliher AYE Parisi AYE Woekel AYE  
In Person all in favor – Hurlbut, Stats, Burt, Gilleberto, Masse and Rudloff

### **ADJOURN**

A motion was made by Chief Stats, seconded by Lt. Burt, to adjourn at 7:00 P.M.

**VOTED: UNANIMOUS.**

Virtual votes – Kelliher AYE Parisi AYE Woekel AYE  
In Person all in favor – Hurlbut, Stats, Burt, Gilleberto, Masse and Rudloff

Approved \_\_\_\_\_

Date \_\_\_\_\_