

# **PUBLIC FACILITIES DEPARTMENT**

## **Minutes**

Public Facilities Commission  
Public Facilities Department  
Virtually via Zoom  
Boston, MA 02201

May 17, 2023

### **ATTENDING:**

Katherine P. Craven, Chair  
Lawrence D. Mammoli, Commissioner  
ThyThy Le, Legal Advisor PFC/PFD, Law Department  
Colleen M. Daley, PFC Secretary, Law Department  
Catherine P. Pendleton, Articled Clerk PFC/PFD, Law Department  
Elizabeth Feltner, Paralegal PFC/PFD, Law Department  
Dion Irish, Chief of Operations, Mayor's Office (Not Present)  
Kerrie Griffin, Director, PFD  
Carleton Jones, Deputy Director, PFD (Not Present)  
Lisa Guscott, Assistant Director for Construction, PFD  
Dana A. DeMatteo, Assistant Director for Operations, PFD  
Evan Brinkman, Assistant Director for Operations/Design, PFD  
Brian McLaughlin, Senior Project Manager, PFD  
Hélène Guézennec, Project Manager II, PFD  
Alistair Lucks, Project Manager II, PFD

Chair Craven called the meeting to order.

The minutes from the meetings of March 15, 2023, for the Public Facilities Department and Mayor's Office of Housing, were presented to and approved by the Commission.

**NOTE:** ThyThy Le noted for the record the meeting is being recorded and broadcast live. She then noted that Colleen Daley, the Public Facilities Commission Secretary, would take a roll call of the meeting participants.

**NOTE:** Colleen Daley performed the roll call and confirmed the individuals in attendance.

**NOTE:** Chair Craven requested that Commissioner Mammoli call the meeting to order and lead the meeting.

**NOTE:** ThyThy Le noted for the record draft meeting minutes from the meetings of March 15, 2023, for the Public Facilities Department and Mayor's Office of Housing. She then asked for a motion to approve.

**NOTE:** On a motion duly made and seconded, the March 15, 2023 meeting minutes for the Public Facilities Department and Mayor’s Office of Housing were unanimously approved.

**VOTE 1: Kerrie Griffin, Director, Public Facilities Department**

**CERTIFICATE OF AUTHORITY**

By this writing, signed by a majority of its members and filed with the Secretary, the City of Boston Public Facilities Commission, upon written recommendation of the Director for the Public Facilities Department, does hereby vote:

VOTED: “Subject to the approval of the Mayor, that in accordance with the provisions of Sections 2 and 3(ii)(v) of Chapter 642 of the Acts of 1966, the Public Facilities Commission does hereby authorize and direct the following named individuals, in the name and on behalf of the Commission, to execute and deliver such documents, instruments and certificates as may be deemed necessary or appropriate by such named individuals relating to the Public Facilities Commission’s approved acquisition or conveyance of real property or to the discharge, satisfaction, subordination or termination of instruments of record which have been recorded with the Suffolk County Registry of Deeds or filed for registration with the Suffolk Registry District of the Land Court. Deeds or Orders of Taking to be recorded with the Suffolk County Registry of Deeds or to be filed for registration with the Suffolk Registry District of the Land Court shall be accompanied by a separate vote of this Commission specifically authorizing such conveyance or acquisition. Said named individuals are further authorized and directed to execute and deliver Grant Agreements involving the City of Boston, Public Facilities Department, in the name and on behalf of the Commission as they may deem necessary or appropriate.”

Kerrie Griffin, Director  
Public Facilities Department

Carleton W. Jones, Deputy Director  
Public Facilities Department

Ellen McDonough, Chief of Staff  
Public Facilities Department

FURTHER VOTED: That this authorization is effective immediately and shall remain in effect until such time as it is expressly rescinded, in whole or in part, by a vote of this Commission.

FURTHER VOTED: The taking of the foregoing vote and the naming of the above individuals, when approved by the Mayor of Boston, shall serve to expressly rescind that certain Certificate of Authority dated September 14, 2022 recorded on October 21, 2022, with the Suffolk County Registry of Deeds in Book 68335 at Page 219, and filed with the Suffolk Registry District of the Land Court as Document Number 00938912.

**PUBLIC FACILITIES COMMISSION**

\_\_\_\_\_  
Katherine P. Craven, Chair

\_\_\_\_\_  
Larry D. Mammoli, Commissioner

A true record, ATTEST:

\_\_\_\_\_  
Colleen Daley, Secretary  
City of Boston Public Facilities Commission

IN WITNESS WHEREOF, The City of Boston has caused its name to be subscribed hereto by Michelle Wu, its Mayor on this \_\_\_\_ day of May 2023.

**NOTE:** Kerrie Griffin addressed the Commission and provided a brief background of Carleton Jones’ professional experience.

**NOTE:** On a motion duly made and seconded, the vote was unanimously approved.

**Exhibits:** May 8, 2023 Certificate of Authority Recommendation.

**VOTE 2: Hélène Guézennec, Project Manager II**

**Amendment to the vote of January 18, 2023:** Regarding a contract with Anser Advisory Management LLC to provide owner project manager services (OPM) associated with the 2021 Massachusetts School Building Authority’s (MSBA) Accelerated Repairs Program (ARP) project at four (4) Boston Public Schools located in Roxbury and Dorchester.

**Time Extension and Increase of \$544,487**

That the vote of this Commission at its meeting of April 15, 2022 and, thereafter, amended on January 18, 2023, regarding a contract with Anser Advisory Management LLC to provide owner project manager services (OPM) associated with the 2021 Massachusetts School Building Authority’s (MSBA) Accelerated Repairs Program (ARP) project at four (4) Boston Public Schools located at:

Boston Day and Evening Academy 20 Kearsarge Avenue, Roxbury

Rafael Hernandez K-8 School 61 School Street, Roxbury

William W. Henderson Upper School 18 Croftland Avenue, Dorchester

William E. Russell Elementary School 750 Columbia Road, Dorchester

be, and hereby is, amended as follows:

By deleting the following words and figures: “July 8, 2023, at a cost not to exceed \$265,356, including \$214,240 for additional services” and substituting in place thereof the following words and figures: “March 20, 2025, at an amended total cost not to exceed \$809,843, including \$544,487 for additional basic fee services.”

The Director is, also, authorized to execute such contract amendment, in the name and on behalf of the Commission, upon receipt of said written authority from the Mayor.

**NOTE:** ThyThy Le noted for the record, “I’d like to call to your attention, Commissioners, votes two (2) three (3) are both requests for amendments of the votes of January 18, 2023 to amend the consultant contracts for the 2021 Massachusetts School Building Authority’s (MSBA) Accelerated Repairs Program (ARP) at four (4) Boston Public Schools projects located in Roxbury and Dorchester managed by PFD. As a result, there is a request to the commission to allow the Project Manager to present votes two (2) and three (3) jointly, with a separate roll call for each vote thereafter.” She then asked, “Would that be agreeable to the Commission?”

**NOTE:** The Commissioners expressed agreement with the joint presentation request.

**NOTE:** Hélène Guézennec addressed the Commission and provided an overview of the project.

**NOTE:** Chair Craven asked if Commissioner Mammoli had any questions. No questions were raised.

**NOTE:** On a motion duly made and seconded, the vote was unanimously approved.

**Exhibits:** April 5, 2023 project background memorandum with enclosures and PowerPoint presentation.

### **VOTE 3: Hélène Guézennec, Project Manager II**

**Amendment to the vote of January 18, 2023:** Regarding a contract with Habeeb & Associates, Inc. to provide design services associated with the 2021 Massachusetts School Building Authority’s (MSBA) Accelerated Repairs Program (ARP) project at four (4) Boston Public Schools located in Roxbury and Dorchester.

#### **Time Extension and Increase of \$1,178,106**

That the vote of this Commission at its meeting of April 15, 2022 and, thereafter, amended on January 18, 2023, regarding a contract with Habeeb & Associates, Inc. to provide design services associated with the 2021 Massachusetts School Building Authority’s (MSBA) Accelerated Repairs Program (ARP) project at four (4) Boston Public Schools located at:

Boston Day and Evening Academy 20 Kearsarge Avenue, Roxbury

Rafael Hernandez K-8 School 61 School Street, Roxbury

William W. Henderson Upper School 18 Croftland Avenue, Dorchester

William E. Russell Elementary School 750 Columbia Road, Dorchester

be, and hereby is, amended as follows:

By deleting the following words and figures: “July 8, 2023, at a cost not to exceed \$934,644, including \$663,364 for basic services fee” and substituting in place thereof the following words and figures: “March 20, 2025, at an amended total cost not to exceed \$2,112,750, including additional basic fee services of \$1,059,636 and additional services of \$118,470, yielding a total additional sum of \$1,178,106.”

The Director is, also, authorized to execute such contract amendment, in the name and on behalf of the Commission, upon receipt of said written authority from the Mayor.

**NOTE:** Hélène Guézennec addressed the Commission and provided an overview of the project.

**NOTE:** On a motion duly made and seconded, the vote was unanimously approved.

**Exhibits:** April 3, 2023 project background memorandum with enclosures and PowerPoint presentation.

#### **VOTE 4: Alistair Lucks, Project Manager II**

**Contracts to various designers:** To provide house doctor consulting services for various City facilities, projects and/or sites. Design consulting services will be performed on an as-needed-basis from July 1, 2023 through June 30, 2028.

**Contract Price: \$5,000,000 (general architecture) maximum amount per contract for a five-year period.**

**Contract Price: \$3,000,000 (surveying and mapping services, structural engineering, mechanical/electrical/plumbing/fire protection engineering, commissioning agent, green building/sustainability/energy efficiency, environmental engineering and testing, building code consulting, building forensic investigation and testing services, claims review, risk analysis, contract negotiations and recommendations), maximum amount per contract for a five year period.**

That the Director be, and hereby is, authorized to request from the Mayor, in the name and on behalf of the Commission, written authority to award contracts, pursuant to a publicly advertised request for qualifications under M.G.L. c.7C, sections 44-57 with advertisements appearing in the

Boston Globe, City Record and in COMMBUYS on January 2, 2023, and in the Central Register on January 4, 2023, for Fiscal Years 2024 through 2028, for house doctor consulting services for various City facilities, projects and/or sites to be performed on an as-needed-basis. Services include investigating, evaluating and preparing certifiable assessments, studies and/or final design and construction administration services for renovation, alteration, modernization and additions to various City facilities, projects and/or sites.

The contracts are awarded to:

**Category No. 1: General Architecture - \$5,000,000 maximum amount per contract for a five-year period.**

Annum Architects, Inc.  
40 Broad Street, Suite 102  
Boston, MA 02109

Matz Collaborative Architects, Inc.  
50 Speen Street, Suite 300  
Framingham, MA 01701

Cambridge Seven Associates, Inc.  
1050 Massachusetts Avenue  
Cambridge, MA 02138

Merge Architects, Inc.  
332 Congress Street, Floor 6  
Boston, MA 02210

CGKV Architects, Inc.  
204A Hampshire Street  
Cambridge, MA 02139

Mount Vernon Group Architects, Inc.  
178 Albion Street, Suite 240  
Wakefield, MA 01880

CSS Architects Inc.  
107 Audubon Road, Bldg. 2, Ste. 300  
Wakefield, MA 01880

NADAAA, Inc.  
1920 Washington Street, #2  
Boston, MA 02118

DHK Architects, Inc.  
54 Canal Street, Suite 200  
Boston, MA 02114

Over, Under Inc.  
46 Waltham Street, Courtyard One  
Boston, MA 02118

Fennick McCredie Architecture, Ltd.  
70 Franklin Street, 2nd Floor  
Boston, MA 02110

Perkins & Will Architects, Inc.  
225 Franklin Street, Suite 1100  
Boston, MA 02110

Garofalo Design Associates, Inc.  
384 Lowell Street, Unit 105 A&B  
Wakefield, MA 01880

Saam Architecture Inc.  
283 Franklin Street, 6th Floor  
Boston, MA 02210

Gensler Architecture/Design, Inc.  
One Beacon Street, Suite 1500  
Boston, MA 02108

Schwartz/Silver Architects, Inc.  
75 Kneeland Street  
Boston, MA 02111

Jones Architecture Inc.  
10 Derby Square, Suite 3  
Salem, MA 01970

Studio Enee Inc.  
460 Hillside Avenue, Suite J  
Needham, MA 02494

Kaestle Boos Associates, Inc.  
313 Congress Street, Suite 150  
Cambridge, MA 02139

Touloukian Touloukian Inc.  
67 Batterymarch Street, Suite 200  
Boston, MA 02110

Machado and Silveti Associates, LLC  
560 Harrison Avenue, Suite #301  
Boston, MA 02118

Utile, Inc.  
115 Kingston Street  
Boston, MA 02111

West Work, LLC  
103 Terrace Street, Second Floor  
Boston, MA 02120

**Category No. 3: Surveying and Mapping Services - \$3,000,000 maximum amount per contract for a five year period**

BSC Group, Inc.  
803 Summer Street  
Boston, MA 02127

Nitsch Engineering, Inc.  
2 Center Plaza, Suite 430  
Boston, MA 02108

**Category No. 4: Structural Engineering - \$3,000,000 maximum amount per contract for a five year period**

Boston Building Consultants, Inc.  
70 Munroe Street, Unit D  
Lynn, MA 01901

GEI Designers of Massachusetts, Inc.  
400 Unicorn Park Drive  
Woburn, MA 01801

Gale Associates, Inc.  
163 Libbey Parkway  
Weymouth, MA 02189

Rist-Frost-Shumway Engineering, P.C.  
24 Federal Street, 3rd Floor  
Boston, MA 02110

**Category No. 5: Mechanical/Electrical/Plumbing/Fire Protection - \$3,000,000 maximum amount per contract for a five year period**

BLW Engineers, Inc.  
311 Great Road, P.O Box 1551  
Littleton, MA 01460

Robert W. Sullivan, Inc.  
529 Main Street, Suite 303  
Boston, MA 02129

Fitzemeyer & Tocci Associates, Inc.  
300 Unicorn Park Drive  
Woburn, MA 01801

Rist-Frost-Shumway Engineering, P.C.  
24 Federal Street, 3rd Floor  
Boston, MA 02110

Weston & Sampson Engineers, Inc.  
85 Devonshire Street #3  
Boston, MA 02109

**Category No. 6: Commissioning Agent - \$3,000,000 maximum amount per contract for a five year period**

Fitzemeyer & Tocci Associates, Inc.  
300 Unicorn Park Drive  
Woburn, MA 01801

Robert W. Sullivan, Inc.  
529 Main Street, Suite 203  
Boston, MA 02129

Rist-Frost-Shumway Engineering, P.C.  
24 Federal Street, 3rd Floor  
Boston, MA 02110

**Category 7: Green Building/Sustainability/Energy Efficiency: - \$3,000,000 maximum amount per contract for a five year period**

Matz Collaborative Architects, Inc.  
50 Speen Street, Suite 300  
Framingham, MA 01701

Weston & Sampson Engineers, Inc.  
85 Devonshire Street #3  
Boston, MA 02109

**Category No. 8: Environmental Engineering/Testing - \$3,000,000 maximum amount per contract for a five year period**

GEI Designers of Massachusetts, Inc.  
400 Unicorn Park Drive, 3rd Floor  
Woburn, MA 01801

TRC Engineers, LLC  
2 Liberty Square, 6th Floor  
Boston, MA 02109

Partners Assessment Corporation d.b.a.  
Partners Engineering and Science, Inc.  
75 Arlington Street, Suite 500  
Boston, MA 02116



**Category 9: Building Code Consulting:- \$3,000,000 maximum amount per contract for a five year period**

Robert W. Sullivan, Inc.  
529 Main Street, Suite 203  
Boston, MA 02129

**Category No. 11: Building Forensic Investigation and Testing Services - \$3,000,000 maximum amount per contract for a five year period**

Gale Associates, Inc.  
163 Libbey Parkway  
Weymouth, MA 02189

**Category No. 12: Claims Review, Risk Analysis, Contract Negotiations - \$3,000,000 maximum amount per contract for a five year period**

PMA Consultants, LLC  
35 Braintree Hill Office Park, Suite 300  
Braintree, MA 02184

Under the terms of these contracts, the aforementioned vendors listed above will provide house doctor consulting services at a cost not to exceed the specific dollar amounts identified above per contract award, for the designated five-year period. The Director is, also, authorized to execute such contract, in the name and on behalf of the Commission, upon receipt of said written authority from the Mayor.

**NOTE:** The May 17, 2023 Public Facilities Department Agenda, concerning vote four category 9: Building Code Consulting, was publicly posted with a typographical error concerning showing an additional period in the consultants legal name of Robert W. Sullivan, Inc. Accordingly, the meeting minutes acknowledge the scrivener's error and such is corrected for the record.

**NOTE:** The following firms originally included on the published agenda but are being tabled and excluded from today's vote are as follows:

Category 3: Surveying and Mapping Services:  
BSC Group, Inc.;

Category 4: Structural Engineering:  
GEI Designers of Massachusetts, Inc.;

Category 8: Environmental Engineering and Testing:  
GEI Designers of Massachusetts, Inc.;  
Partners Assessment Corporation d.b.a. Partners Engineering and Science, Inc.; and  
Weston & Sampson Engineers, Inc.

**NOTE:** The May 17, 2023 Public Facilities Department Agenda, concerning vote four, was publicly posted with a scrivener's error which required revisions to the addresses of the following firms: Boston Building Consultants, Inc., Gale Associates, Inc., Rist-Frost-Shumway Engineering, P.C., Weston & Sampson Engineers, Inc. and Robert W. Sullivan, Inc. Accordingly, the meeting minutes acknowledge the scrivener's error and such is corrected for the record. The meeting minutes and vote certificate and supporting documents reflect the correct information as presented at the public meeting.

**NOTE:** Alistair Lucks addressed the Commission and provided an overview of the project.

**NOTE:** Chair Craven thanked Alistair for his presentation and asked if Commissioner Mammoli had any questions. No questions were raised.

**NOTE:** On a motion duly made and seconded, the vote was unanimously approved.

**Exhibits:** April 12, 2023 project background memoranda with enclosures and PowerPoint presentation.

**NOTE:** On a motion duly made and seconded, the meeting was adjourned.

**NOTE:** A recording of this May 17, 2023 Public Facilities Commission Meeting is available at the web address of [https://www.cityofboston.gov/cable/video\\_library.asp?id=57291](https://www.cityofboston.gov/cable/video_library.asp?id=57291).

A True Record.

The meeting commenced at 10:04 a.m. and adjourned at 10:20 a.m.

  
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Colleen Daley, PFC Secretary