

## **PUBLIC FACILITIES DEPARTMENT**

### **Minutes**

Public Facilities Commission  
Public Facilities Department  
26 Court Street, 1st Floor, Winter Chambers  
Boston, MA 02108

April 10, 2019

#### **ATTENDING:**

Katherine P. Craven, Chair (Not Present)  
Lawrence D. Mammoli, Commissioner  
Dion S. Irish, Commissioner  
Angela D. Atchue, Legal Advisor PFC/PFD, Law Department  
Colleen M. Daley, PFC Secretary  
Catherine P. Pendleton, Articled Clerk PFC/PFD, Law Department  
Henry C. Luthin, First Assistant Corporation Counsel, Law Department  
Sean Chen, Assistant Corporation Counsel, Law Department  
Patricia M. Lyons, Director, PFD  
Brian P. McLaughlin, Chief of Staff, PFD  
Robert Miller, Project Manager II, PFD

Commissioner Mammoli called the meeting to order.

The minutes from the meeting of March 13, 2019 for the Department of Neighborhood Development were presented to and approved by Commissioners Mammoli and Irish.

#### **VOTE 1: Robert Miller, Project Manager II**

**Contract to Garofalo Design Associates, Inc.:** To provide architectural design and construction administration services associated with 12 Channel Street Operations Center project located at 12 Channel Street in the Seaport District of the City of Boston.

#### **Contract Price: \$198,340**

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 a contract, pursuant to a publicly advertised request for the qualifications under M.G.L. c. 7C, sections 44-57 with advertisements appearing in the Boston Globe and City Record on December 3, 2018 and Central Register on December 5, 2018, to Garofalo Design Associates, Inc., a Massachusetts corporation with an office at 384 Lowell Street, Unit 105 A & B, Wakefield, MA 01880. Under the terms of this contract, Garofalo Design Associates, Inc. will provide architectural design and construction administration services

associated with the 12 Channel Street Operations Center project located at 12 Channel Street in the Seaport District of the City of Boston. The term of this contract shall be 137 weeks from the date of execution at a cost not to exceed \$198,340, including \$36,960 for additional services, which is a fixed fee of 9.82% based on an estimated construction cost of \$1,643,389. 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:** Angela Atchue noted for the record Commissioner Mammoli is an employee of the City's Economic Development and Industrial Corporation (EDIC). He has no involvement in the matters noted in the vote request, nor received any requests to vote in a particular fashion. Furthermore, Angela Atchue noted Commissioner Mammoli has not engaged nor participated in the evaluation nor selection of the contract award recipient as presented to the Commission. Accordingly, Angela Atchue relayed the rule of necessity applies in this case as two commissioners are needed to constitute a quorum for voting. Therefore, the two commissioners present are deemed fit, available to hear the vote, discuss and make a determination on the same. **See the Disclosure Notice, dated April 9, 2019, from Commissioner Mammoli attached hereto.**

**NOTE:** Robert Miller addressed the Commission and provided an overview of the project.

**NOTE:** Commissioner Irish stated, "This is a great project." He then asked, "The selection criteria that is used to make the final recommendation, do you have that information?"

**NOTE:** Robert Miller replied, "I will follow up with a memo to provide the details."

**NOTE:** Patricia Lyons also noted that the evaluation criteria used by the selection committee is based on a standard set of criteria, which is contained within the Requests for Qualifications (RFQ) that are publicly advertised by PFD. She indicated that PFD would follow up to provide the requested information to the Commission.

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

**NOTE:** Robert Miller provided the information requested by Commissioner Irish in a supplemental memorandum dated April 23, 2019 with enclosures. Said memorandum was provided individually to the PFC members by the PFC Secretary, and such is enclosed with the meeting minutes as an exhibit.

**Exhibits:** April 9, 2019, project background memorandum with enclosures, PowerPoint presentation, supplemental memorandum, dated April 23, 2019, with enclosures, and Disclosure Notice for Commissioner Mammoli, dated April 9, 2019.

**NOTE:** The April 10, 2019 Public Facilities Commission Meeting is available at the web address of [https://www.cityofboston.gov/cable/video\\_library.asp?id=30104](https://www.cityofboston.gov/cable/video_library.asp?id=30104).

A True Record.

The meeting commenced at 11:34 a.m. and adjourned at 11:43 a.m.

  
Colleen Daley, PFC Secretary