

MEMORANDUM

JULY 16, 2013

TO: BOSTON REDEVELOPMENT AUTHORITY AND
PETER MEADE, DIRECTOR

FROM: LAWRENCE MAMMOLI, DIRECTOR FOR ENGINEERING AND
FACILITIES MANAGEMENT
MARK V. DONAHUE DEPUTY DIRECTOR FOR ASSET
MANAGEMENT
RICHARD MULLIGAN, SENIOR PROJECT MANAGER

SUBJECT: DOWNTOWN WATERFRONT, MANAGEMENT SERVICES
CONTRACT FOR MAINTENANCE SERVICES

SUMMARY: This Memorandum requests that the Director be authorized to enter into a Management Services contract with Compass Facility Services, Inc. ("CFS"), for the maintenance of Boston Redevelopment Authority ("BRA") owned property located on the downtown waterfront in the vicinity of Long and Central Wharves for the purposes of managing activities and providing maintenance.

On November 15, 2012 the BRA Board voted to advertise a Request for Proposals ("RFP") for maintenance of BRA-owned property on the downtown Waterfront. The RFP was available on April 24, 2013.

Of the two proponents who took out an RFP, only one responded with a proposal.

Compass Facility Services, Inc. ("CFS") with an address of 65 Jackman Street, Georgetown, MA 01833, has been selected by staff to oversee BRA-owned property on the Downtown Waterfront specifically, in the Long Wharf and Central Wharf areas.

The Management Services Contract will provide that CFS be required to obtain the necessary insurance to protect the Authority against any liability associated with their oversight of the property.

RECOMMENDATIONS

Therefore, it is recommended that the Director be authorized to enter into a Management Services Contract with the Compass Facility Services, Inc. for the maintenance of the property owned by the Authority on the Downtown Waterfront

area of Long and Central Wharves for the next three (3) years. The contract is not to exceed Seventy-Five Thousand Dollars (\$75,000) per year up to a maximum of Two Hundred Twenty-Five Thousand Dollars (\$225,000) if the option years are enacted.

An appropriate vote follows:

VOTED: That the Director be, and hereby is, authorized to enter into a Management Service Contract with Compass Facility Services, Inc. which will manage and maintain Authority-owned property located on the Downtown Waterfront on or about Long and Central Wharves from August 1, 2013 through August 1, 2014 with the option for two (2) additional annual renewals and the fee shall not exceed \$75,000 per year up to a maximum amount of \$225,000 for three (3) years.