

MINUTES
Randall Library Building Committee
February 29, 2012

Chair Tim Reed convened at 7:00 p.m. in the Warren Room. Six of the seven members were present: Tim Reed, Jim Salvie, Barbie Wolfenden, Steve Jelinek, Peter McManus, and Steve Dungan. Tom Lam joined the meeting at 8:00 p.m., at the beginning of the Beacon Architectural submission review. Resident and library patron Ed Grund sat in to observe some of the meeting.

Tim reviewed the two-step process they would use to evaluate the proposals. Tonight they would evaluate the submission requirements, going through the proposals one at a time. If the requirements had been met, that firm's proposal would go forward to the second level of evaluation. If not met, the proposal would be rejected.

Eight proposals were received and copies of each were distributed, accompanied by the Submission Requirements evaluation form. Barbie recorded the findings.

Five proposals met requirements:

1. DRA Architects (Drummey Rosane Anderson)
2. Johnson Roberts Associates
3. Finegold Alexander & Associates
4. Abacus
5. Beacon Architectural Associates (joint submission with Adams & Smith)

Three proposals did not meet requirements:

1. LLB Architects
Missing the statement that key personnel would not be removed without the Town's approval (Submission Requirements form, Section B).
2. Kang Associates
Missing description of the firm's approach to the project and its anticipated work plan (Submission Requirements form, Section D).
3. Dermady Architects
Missing the statement that key personnel would not be removed without the Town's approval (Submission Requirements form, Section B).

Members wanted Bill Wrigley's advice on whether or not the shortcomings were informalities that the Town could waive. Tim agreed to meet with Bill on Friday morning to resolve this.

Members decided to review the proposals outside of the meeting and bring the results back for discussion at the next meeting. Several people were traveling in March so Friday, March 23 at 7:00 p.m., was chosen for the next meeting.

At 7:50 p.m., Steve Dungan moved to adjourn, Steve Jelinek seconded, and the motion was passed by unanimous vote.

Respectfully submitted,

Susan McLaughlin

Approved 4/5/12