

Minutes from the Randall Building Committee for the Restoration of the 2nd Floor Historic Interior

Date: Monday, February 29, 2016

Location: Stow Town Building

Members Present: James Salvie, Tom Lam, Peter McManus, Steve Jelinik, Kathleen O'Brien, Sharon Brownfield

Members Absent: Barbie Wolfenden

Notes taken by: Melissa Fournier

The meeting was called to order at 7:33 p.m.

The first order of business was to accept the Minutes of the February 22, 2016 meeting that had been submitted by Barbie Wolfenden. Kathy O'Brien moved to accept the minutes and it was seconded by Steve Jelinik.

The second order of business was to review the Evaluation Criteria that had been compiled and submitted by Tom Lam. Mr. Lam explained to the Committee how he had organized the criteria and suggested that the committee recommend some format as to how to best weight the 10 areas of Evaluation Criteria form which include the categories of : A-Minimum Selection Criteria (conforming to the submission schedule, format and appropriate number of copies submitted) and areas B1 thru B-9 (Design Excellence, Library Experience, Public Sector Experience, Schedule and Budget, Design Responsiveness, Team Work and Approach, Capacity to Perform, References and Work on Historic Structures). After much debate it was decided that the format for selection would weight as the first three most important categories "Teamwork and Approach", having worked on "Historic Structures" and experience and expertise with "Scheduling and Budget" as the most significance (with an overall top grade of 2 points going to each of these 3 areas) and the rest of the categories receiving one point each. Total points awarded being 48.

Each Committee member was asked to rank their decisions when reviewing the submissions 1 thru 6 for the 6 firms that submitted response to the RFQ (which include: Creative Environment Corp., B. Goba & Associates, P.C. Architects, David L. King Architects, LLB Architects, Dermady Architects and McGinley Kalsow & Associates) . Tom Lam will add a "Total Score" category to the criteria form to help the committee members to rank their choices and will resubmit the form to all the committee members. In two weeks (at the next meeting) each committee member will bring in their forms and copies of the submissions ranked 1-6 and will have their top three selections ready for debate.

Jim Salvie proposed having the next meeting be March 14th and not March 7th as originally discussed. It was decided that the next meeting would take place on March 14th at 7:30 p.m., when the top three candidates for selection would be decided, and on March 28th starting at 6:30 p.m., interviews with representatives of the selected firms would take place. Melissa Fournier was asked to e-mail representatives of the 6 submitting firms and let them know that due to scheduling changes the committee expects to make a final decision on awarding the project by early April.

Being no further business, Ms. Brownfield moved to adjourn at 8:33 p.m, Mr. Jelnik seconded and all voted in favor.

Voted/approved: March, 14, 2016