

## **Minutes from the Randall Building Committee for the Restoration of the 2<sup>nd</sup> Floor Historic Interior**

**Date: Monday, March 14, 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 29, 2016 meeting that had been submitted by Melissa Fournier. Steve Jelinik moved to accept the minutes and it was seconded by Kathy O'Brien. The minutes were unanimously approved.

The meeting was called to review the recommendations of the committee members for the selection of the top three firms as candidates for continued investigation/interviews for fulfillment of RFQ. Barbie Wolfenden, who was absent from the meeting, had sent her recommendation to the Chairwoman, Sharon Brownfield in advance of the meeting. Sharon Brownfield recommended that each committee member, review their choices and then use a grading systems of assigning colored dots to a wall chart of their top 4 potential candidates. Based on this system the committee clearly selected, McGinley Kalsow & Associates, Inc., Lerner Ladds, Bartels, and David King Architects as the top three candidates. A discussion followed as the merits and unsuitability of each of the 6 candidates as they fulfilled the preapproved ranking system (formatted at the previous meeting by Tom Lam). The general consensus was that the committee had based their choices on each firm's experience on working on historic structures and libraries, their strengths in HVAC and engineering, their onsite preservation and interior design staff, their awards and recommendations and their ability to fulfill the RFQ requirements in terms of formatting.

Discussion followed as to the interview process and procedures. Melissa Fournier, (after contacting Bill Wrigley to find out any procedures that might have to be fulfilled) will contact the top 3 firms and let them know of their times for interviews. Interviews will take place on March 28, 2016 starting at 6:30 at the Town Building with each firm getting 45 minutes time slots (20 minutes to present and 25 minutes of questions and answers from the committee). Marianne Sharin (the Chairwoman of the Randall Library Board of Trustees) will be on hand to escort each candidate into the interview area so that the potential candidates will not see each other. Each interview will include questions from the committee members based on the specifics of the proposal and the presentations as well as 3-4 standard questions that will be asked of each candidate (see below)

Schedule for interviews:

- 6:30-7:15-David King Architects
- 7:30-8:15-Lerner Ladds Bartels
- 8:30-9:15-McGinley Kalsow and Associates, Inc.

Discussion followed as to having 3-4 basic questions that would be asked by the committee of each of the candidates. Those questions will be:

- How does your firm plan on balancing the historic restoration elements with the structural challenges of improvements to the HVAC and increases to the energy efficiency issues involved in the project?
- We have at least 5 special stakeholders involved in this project (CPC, Randall Library Board of Trustees, Stow Historical Commission, Stow Board of Selectmen and this Committee). What strategies do you have for continued communications with each group?
- There is a relatively small budget on this project, yet there is a great deal of town interest in the results of the restoration and improvements to the library. How to you plan on mitigating hidden and unexpected problems that might potentially result in cost overruns?
- Can you give us examples of when you had a budget over run on previous projects that you were involved in and how you balanced them to keep within your allocated budget?

After the interviews the committee will contact each firm's references then rank the candidates and finally make their recommendations to the Board of Selectmen and the Randall Library Board of Trustees. The committee will then turn to Bill Wrigley to negotiate with the top ranked candidates to be sure that they can do the design work under the allocated CPC budget.

Steve Jelinik moved to adjourn the meeting. It was seconded by James Salvie. The meeting adjourned at 8:47pm.

Approved: March 28, 2016