

**Meeting Minutes  
Randall Library Building Committee  
June 16, 2021 7:00pm  
Randall Library  
19 Crescent Street Stow, MA**

**Members Attending:** Tina McAndrew, Kat Copeland, Lisa Lavina, Brian Patuto,  
Peter McManus joined at  
**Members Absent:** Jim Salvie,  
**Also attending:** Denise Dembkoski, Marcy Eckel

**Meeting Called to Order 7:05pm**

**Approval of May 5, 2021 meeting minutes**

Brian moved, Kat second, to approve the minutes of the May 5<sup>th</sup> meeting. Approved unanimously.

**Proposals submitted in response to the RFP**

Firms submitting: designLab, DRA, Johnson Roberts Associates, Machado Silvetti, Oudens Ello, TSKP, Abacus and Spencer, Sullivan, Vogt.

**Review Committee Evaluations**

At the outset of the conversation, all agreed that the firms met the basic requirements as spelled out in the RFP. Discussion of pros/cons followed.

designLab: Somerville library project very similar – tight footprint, similar engineering challenges, cost estimator is involved early in the process, strong cover letter (Yes)

DRA: Thoughtful approach to library design and layout for end user. Cost consultants have no library experience, (Yes)

Johnson Roberts Associates: Extensive library experience. Most projects come in under or at budget. Didn't take advantage to talk about what they learned in last opportunity. Didn't catch mis addressed cover letter. (Yes)

Machado Silvetti: Libraries our size is not a focus, leadership has limited library experience. (No)

TSKP: Not all key partners are licensed, cost estimating, and engineering partners have limited experience with TSKP. (No)

Abacus: Familiar with Randall and the challenges of the addition, many projects presented but none have similar square footage. Proposal includes some initial ideas about design. (Yes)

Spencer, Sullivan, Vogt: Focus of proposal is project historic exteriors, limited library experience, cost estimate only provided at project design end. (No)

**Discuss the process for making recommendations to the Town Administrator**

Reduce group to approx. 5 companies for interviewing, then reduce to approx. 3 to submit to Town Administrator.

**Discuss the Interview Schedule Process**

Tina/Lisa will connect with selected firms: designLab, DRA, Johnson Roberts Associates, Oudens Ello and Abacus - slated for June 22<sup>nd</sup> & 23<sup>rd</sup>, 6pm start.

Firms will be asked to prepare presentation of 20-30 minutes, followed by 15-20 minutes of committee questions. All will be asked to focus the presentation on projects they've completed that are like ours, by size or building challenge, and the firm's role in the project. They should also discuss their cost estimation process as the plans are developed. They may bring as many presenters as needed.

### **Schedule future meetings**

Follow-up to June interview meetings on July 7, 2021.

### **Adjournment**

at 8:30pm

Minutes submitted by Vice Chair/Clerk Lisa Lavina