

Minutes of the Municipal Building Committee
Thursday, March 26, 2015, Whately Town Hall

Present were Chairman Paul Newlin, Virginia Allis, Adelia Bardwell, Anita Husted, Judy Markland, Fred Orloski, and Darcy Tozier. Also present were Mark Pruhenski, Dan Denehy, and Paul Fleuriel.

The minutes of the March 9 meeting were approved with slight changes.

The topic for the meeting was the draft RFP that Mark had prepared for a consultant for conceptual designs and cost estimates for the two recommended options for town office consolidation.

Adelia noted that the committee had decided at its previous meeting to exclude designs for SCEMS from the RFP unless there was a more firm commitment from SCEMS board to be there. Fred wondered if Whately's paying for the SCEMS designs might provide an incentive for them to locate in the building. The group decided not to change its previous decision. It was also decided to add preserving town hall for community use to Option A.

Dan distributed a document that listed four separate components of the design process (1) design for WRMLS for town offices; 2) design for the south area of the WRMLS for SCEMS; 3) town hall preservation for community use; and 4) design of a scaled down remodel of town hall for town offices) with the suggestion that consultants bid on the individual components as well as the aggregate bid. This might give an opportunity to select the cheapest bid for each option. The SCEMS bid would be used for information for the various towns for future funding and not included as a part of the \$50,000 current project.

There was some discussion whether this was a workable proposal, legally and practically in terms of managing multiple consultants. However, the group generally felt that it would be a good idea to get both full and component bids. It was agreed that Mark should consult with FRCOG experts for their advice.¹

Judy distributed a suggestion for revised wording for the bulk of the Scope of Services section. The revision lists the information which the town already has and then itemizes the services now desired, including the design component which had been omitted from the draft. It includes estimates for the costs of preserving town hall, bringing it up to code, and adding accessibility, as well as operating cost estimates for both Option A and Option B. The suggestions were adopted with minor changes.

The group decided to eliminate the detailed list of information required for the final report and simply require a final report outlining the results of the consultant's work.

¹ Subsequent to the meeting, Judy pointed out that the selection process outlined in the RFP, which is not a price competition but rates candidates on the quality of their proposals, would not work well with the component approach, since most bids are unlikely to be reviewed.

There was a lengthy discussion whether the selection criteria should be “minimum” requirements or “preferred” requirements. The group decided that the use of the word “minimum” might needlessly exclude well-qualified firms and agreed to label the criteria “preferred”.

It was determined that the criteria evaluations (Highly Advantageous, Advantageous, and Not Advantageous) need only be described once rather than after each of the criteria listings.

On the project timetable, Judy noted that at least one additional meeting would be needed to review the conceptual designs and that two more would be preferable.

Mark agreed to make the changes as soon as possible and to email a revised draft of the RFP to the committee.

No date was set for the next meeting.

Respectfully submitted,

Judy Markland

documents discussed and on file:

Untitled and undated memo from Dan Denehy listing four potential components of the RFP scope of services

Undated memo from Judy Markland titled “Text for Scope of Services section after introductory paragraph”.