

# TOWN OF HARVARD

## MUNICIPAL BUILDING COMMITTEE



**Meeting Minutes** – Meeting #1 - 14 June 2011, 7:30 - 9:00 PM, Old Library

### Attendees

Pete Jackson, Doug Coots, Mark Cooper, Chris Cutler, Wade Holtzman, Lou Russo, Marie Sobalvarro, Ron Ricci - Visitors- John Osborn (Harvard Press), Mary Arata

1. Marie Sobalvarro presented an overview of the BoS approach to this new committee to procure an OPM and Architect for Town Hall and Hildreth House.
2. Discussion on chairmanship of the committee - Doug Coots declined, Pete Jackson was reluctant and asked for time to consider taking the role. Wade Holtzman volunteered. Lou Russo motioned to select Wade. During the discussion that followed, it was decided that co-chairs would be beneficial. Wade Holtzman and Pete Jackson will co-Chair the committee through the process of selecting an OPM and an architect.
3. Meeting times and frequency - After discussion of member's availability, it was decided that we would meet twice a week on Tuesday mornings at 7:30 at the old library and Wednesday evenings at 7 PM (location to be determined). These will be posted as our regular schedule. We will decide at each meeting when to meet next. At some times, it will not be necessary to meet twice per week.
4. Draft of an RFP for an OPM - It is clear that we have to move quickly to draft an RFP in order to meet the schematic design schedule (initiate design in October).

#### ACTION ITEMS:

Meet with Lorraine Leonard and possibly Tim Bragan to confirm procedures and schedule - Wade and Pete

Draft project description - Doug

Draft evaluation criteria - Mark

Send draft timeline to MBC - Pete

Send example RFP to MBC - Pete

The objective for the next meeting is to have an RFP with areas highlighted that need to be filled in or edited. Tasks will be assigned at that time.

5. MBC size and makeup - At this point we have six members after the resignation of Ron Osberg. It was decided that we need at least one or three more to make an odd number. At this time our role is limited in scope to procuring an OPM and architect. A fulling designated building committee should be in place prior to the OPM selection process. Furthermore, we are currently working without a charge from the BoS. Marie indicated that that the charge will be discussed at the next BoS meeting.

It was decided that a clerk for the committee would be very helpful.

**ACTION:**

Wade Holtzman will contact Sue Fitterman. If Sue is not available, Pete Jackson will ask Linda Kaferle. This would be a paid position.

6. Other discussion - Lou Russo has reviewed the soft cost analysis and sees a need to discuss it. The committee should be prepared to discuss these cost at the next meeting. This is not critical until we negotiate with the OPM after selection. It was decided that the budget for the OPM should not be included in the RFP but used during negotiations.

During previous discussions with the former MBC, an option was considered for cost estimating. One option is to include cost estimating in the scope of work for the OPM. It was decided that we could get an independent estimate by directly hiring an estimator and that including it with the OPM may limit the responses to the RFP.

Lou Russo commented that there is a disconnect between the program needs of Town Hall and the Statement of Intent. It may be impossible to meet the program needs and keep the second floor as open meeting and event space. Pete, who prepared the program needs for Town Hall wants someone to review and confirm the program. Most likely, this would be Tim Bragan. Included with this review is resolution of the file storage problems. Marie and Ron indicated that that Tim Bragan has been assigned this task. Ultimately, the architect for the project will address the program needs and offer alternative ways to meet program needs.

7. The next meeting will be on Tuesday, 7:30 at the old library.

Pete Jackson