

TOWN OF HARVARD

MUNICIPAL BUILDING COMMITTEE



Meeting Minutes – Meeting # 4 – 28 June 2011, 7:30 – 9:00, Old library

Attendees

Pete Jackson, Doug Coots, Chris Cutler, Wade Holtzman, Lou Russo, Marie Sobalvarro, Ron Ricci; Visitors – Keith Cheveralls

1. Read and approved June 21 meeting notes.
2. Read and approved June 22 meeting notes.
3. Review of RFS Draft
 - a. Introduction – approved
 - b. Background – (to be incorporated into official draft) There was some discussion on language choice (professional v. layperson) and whether or not the Town Hall qualifies as a historic building. An architect experienced with historic buildings is desired – include in criteria to be considered when looking for an architect – also noted in section 4.
 - c. Scope of Services –Wade asked for clarification of what would be included in OPM monthly report – will be discussed in more detail when OPM is selected; Wade, Lou and others suggested some changes be made to the language - “Assist to obtain”; “designer” be changed to “architect” (MGL); Doug emphasized the need for a chronologic layout.
 - d. Minimum Requirements and Evaluation Criteria – There was some discussion concerning item 8 – projects over 1 mil, concurrent projects, identify personnel (contribution, time), should all be included as part of interview process; issues of default and termination, law suits... will be addressed in the contract.
 - e. Selection Process and Schedule – Lou suggested that the Hildreth House construction period be extended to 12 months, everyone agreed.
Doug suggested a creation of bar calendar and a calendar review followed. There was discussion of the funding schedule and work plan, Questions of calling a special town meeting and when to release plans to the public were brought forward.
 - f. Requirements for content of response – Chris suggests that we stick with a,b,c ...format, Pete suggests that specific attachments should be referenced; There was a discussion regarding the timing of legal counsel (use town counsel).
 - g. Payment Schedule and Fee Explanation – approved
 - h. Other Provisions – Lou provided update with appropriate MGL reference, suggests removing several redundant items.
How does Lorraine prefer receive documents/requests? Would email be OK? Pete will follow up with Lorraine.
 - i. Attachments – make the formatting of attachments consistent. Lorraine is reviewing attachments (CDE required).

4. Lou – Should the OPM on board before the architectural RFQ? Pete Jackson will email Mark request for referrals from other towns.
5. Pete asked Keith if he had anything to add – Keith responded with comments concerning dependence on financial deadlines (ATM), and a suggestion to assign a liaison to move financing forward. Stressed the importance of keeping people informed.
6. Next meeting will be Wednesday, June 29, 2011, 7:00PM at Hildreth House.

Rachel Holcomb