

TOWN OF HARVARD

MUNICIPAL BUILDING COMMITTEE



Meeting Minutes – Meeting # 6 – 6 July 2011, 7:00 – 8:00PM, Hildreth House

Attendees

Pete Jackson, Chris Cutler, Wade Holtzman, Marie Sobalvarro

1. Status of RFQ for OPM – Some important upcoming dates to keep in mind:
 - a. WED 7/13 RFQ will be posted to state website, Inform PM companies
 - b. WED 7/27, 10am town hall, Site visit - PMs can come to town hall, any questions (specifically for Mark and Doug) we can anticipate?
 - c. THUR 8/4 (2PM) due date at town hall for all proposals
2. Initiate RFQ for architect – revisit at next meeting with Mark and Doug.
3. Work Plan – Review of draft
 - a. Mission: Comments included - 20 years as a minimum for “meet the needs”; as close to “green” as we can get in a historical building.
 - b. Implementation Strategy: preference for one architect for two buildings; ATM meeting APR2012 – all of town hall; ATM meeting APR2013 – Hildreth
 - c. Schedule: Two schedules – realistic (public), fast track (MBC)
 - d. Budget: have budget ready for the OPM/architect to look at - we dictate the budget
 - e. Drafting process for architect RFQ should be similar to that of OPM RFQ – all agree

(Marie left the meeting at 7:35)

4. Agenda for next meeting – same. OPM selection process – specific criteria, rating system, **list of questions** – same for all candidates
5. Next meeting will be Tuesday July 12, 2011 7:30 AM at the Old Library

Approved

Rachel Holcomb