

# TOWN OF HARVARD

## MUNICIPAL BUILDING COMMITTEE



**Meeting Minutes** – Meeting # 7 – 13 July 2011, 7:00 – 8:00PM, Hildreth House

### Attendees

Pete Jackson, Doug Coots, Mark Cooper, Chris Cutler, Lou Russo, Ron Ricci

1. Read and approved June 29 meeting notes
2. Read and approved July 6 meeting notes (as amended).
3. Tuesday's (7/12) meeting cancelled due to missed notification at town hall.
4. Status of RFP for OPM – Seven people contacted Lorraine expressing interest in RFQ Lorraine is tracking interest and will keep MBC informed
5. Review of RFPs for Architect – split into sections – have a draft ready for next Tuesday
  - a. Pete asked if anyone has an example of a similar project (not including schools)
  - b. Mark and Doug will collaborate on preparing sections C. Scope of Services, D. Project Phases and Work Plan, E. Minimum Qualifications and F. Section Criteria
  - c. Chris will prepare section G. Proposal Requirements
  - d. Pete will prepare sections A. Background, B. Project goals and general scope, H. Pre-Proposal Meeting, I. Withdrawal, J. Public Record, K. Waiver/Cure of Minor Informalities, Errors and Omissions, L. Rejection of Responses, Modification of RFS, M. Additional Information and will collaborate on the Attachments with Lou. Lou will specifically concentrate on Attachment B.
6. Draft Work Plan – Review of draft
  - a. Review of important dates:
    - i. 7/27, 10AM town hall site visit; refer all questions to Lorraine (to be answered officially) Pete and Doug will be on site
    - ii. 8/4, 2PM all proposals due at town hall – review and create short list by following Tuesday (8/9)
    - iii. Interviews to be scheduled sometime during the week of August 11-17.
    - iv. Fast track – BOS attend interviews in order to fast track process, Can Ron and Marie get authority to approve MBC recommendation without needing to wait for a BOS meeting? Ron will work to get BOS approval ready for the week of interviews.
    - v. Award OPM 8/27.
    - vi. RFQ for architect 9/14 – plan released
  - b. Calendar Overview –
    - i. ATM 2012 Town Hall (design and construction), (include “Add ons” in contract – would avoid the need to ask for more \$ at 2013 ATM)
    - ii. ATM 2013 –Hildreth (design and construction)
    - iii. Doug initiated a discussion on the sensibility of moving forward with town hall first. During schematic design both projects should be given equal consideration. Town will decide which project goes first (or simultaneously).

- iv. Lou asked if we would we consider different architects for each project. (Best value with one architect - \$ and public perception, continuity)
  - v. Pete will develop three different schedules to look at next meeting. (Town Hall first, Hildreth House first and both simultaneously)
  - vi. Program – The program for Town Hall used in the MBC report needs confirmation by Tim's Bragan before the architect is contracted—will allow us to control the process (and will save \$); We will need confirmation of the Hildreth program when the new COA director is in place.
- c. Cost – \$185k total budget
- i. \$25k for OPM, \$77k for architect for each building – based on standard percentages of construction cost.
  - ii. Energy modeling as a part of schematic design – something to talk about when PM and architect are on board.
- d. Outline of work plan -- Dictates entirety of project (OPM, Architect...) Pete will have another draft fleshed out for next meeting.
7. Agenda for next meeting:
- a. Status of RFP for OPM (week before site visit)
  - b. Review of RFQ for architect (1<sup>st</sup> draft – outline)
  - c. Updated work plan (with three schedules)
8. Next meeting will be Tuesday July 19, 2011 7:30 AM at the Old Library

Approved

Rachel Holcomb