

TOWN OF HARVARD

MUNICIPAL BUILDING COMMITTEE



Meeting Minutes – Meeting # 9 – 26 July 2011, 7:30 – 9:00AM, Old Library

Attendees

Pete Jackson, Doug Coots, Mark Cooper, Chris Cutler, Lou Russo, Wade Holtzman, Marie Sobalvarro

1. Reviewed August meeting schedule
2. Read and approved July 13 meeting notes
3. Read and approved July 19 meeting notes
4. Status of RFP for OPM
 - a. 25 people have contacted Lorraine
 - b. Site visit tomorrow, 10 AM (Town Hall Conference room)
 - c. Write questions down – agree on answers, then Lorraine will email the official answers to everyone.
 - d. Pete requests that we all review RFQ and MBC report in preparation for site visit tomorrow am
5. Questions and Evaluation criteria for OPM proposal review
 - a. 10 selection criteria in the RFQ – create short list using numerical rating system (0, 1, 2)
 - b. Pete will email evaluation rating draft
6. RFP for Architect – Inputs from section authors
 - a. Doug – Schematic Design Phase (draft - to include in scope of services)
 - b. RFP will now be known as RFS
7. Draft Work Plan – Pete
 - a. Pete will email everyone a reformatted work plan
 - b. OPM will help clarify which schedule makes the most sense. Most OPMs with municipal experience will understand why we don't have a finalized schedule yet.
 - i. Lou instigated a conversation on when/how will we decide which schedule to choose. Take into account input from MBC, Capital, OPM, and Architect... Start with open door – narrow schedule as project progresses.
 - ii. Reminder from Doug – be careful not to infer “second priority” for either project. (Three schedule models for OPM will help to insure that this won't happen).
 - c. Marie – BOS meeting has been scheduled for 8/23 in order to dovetail with MBC progress.

- d. Interview process – we must legitimize our final decision taking into account intangibles like a “chemistry factor.”
- e. Wade asked – Should we set some time aside for “push back?” Pete answered – if we get more than request, we should set up a day of meetings.

8. Other Business

- a. Program confirmation from Town Hall?
 - i. Tim Bragan, he’s willing
 - ii. New COA director (update from Marie – COA director has been elected, has yet to sign contract)

9. Agenda for next meeting

- a. No meeting tomorrow (7/27) evening
- b. Site visit tomorrow (7/27) 10AM Town Hall Conference Room
- c. Next meeting Tuesday (8/2) 7:30AM Old Library
 - i. Finalize OPM Evaluation criteria
 - ii. Pete will craft a spreadsheet with metrics
- d. No meeting next Wed (8/3)

Approved

Rachel Holcomb