

TOWN OF HARVARD

MUNICIPAL BUILDING COMMITTEE



Meeting Minutes – Informal Discussion (Meeting # 15) – 30 August 2011, 7:30 – 9:10AM, Old Library

Attendees

Doug Coots, Lou Russo, Wade Holtzman, John Sayre-Scibona, Ron Ricci, Marie Sobalvarro

1. OPM Contract Negotiation and Schedule Discussion
 - a. Insurance Certificates, 1mil (2mil as aggregate, 3mil umbrella) – are we asking for too much coverage? Is there any professional liability needed? We will have to look up what was stated in the RFS.
 - b. Article 3 – edits outlined in email from Pete
 - c. John – here to define scope, so that we can schedule though SD (draft timeline/schedule distributed to MBC members.)
 - d. Initial work on RFS has been completed, Doug will pass on his work this morning, Lou has a Standard AIA contract and Pete has been assembling the individual pieces. We will send individual pieces to John so he can get started.
 - e. John already has language for ranking selection criteria – John will pass that document to us so we can use it as a tool.
 - f. Total budget for OPM 25K through schematic. We should figure out how many meetings this budget dictates. Committee can share work load in order to keep fees in check. Work backwards from ATM to create meetings schedule.
 - g. An outlined schedule should be included in the Architect RFS.
 - h. Lorraine included contract in OPM RFS package. Wade and John will go to Town Hall after today's meeting to obtain a copy of the contract.
 - i. MBC Report contains preliminary programs for Hildreth and Town Hall.
 - j. We will plan on approving the architect RFS at our Tues 9/13 meeting. Release RFS on 9/14.
 - k. Architect RFS proposals – evaluate over weekend (4 days) then meet on 9/30 to create short list (of three), week of 10/5 schedule walk through tours with architects.
 - l. Interview date with architect – week of 10/9 (after Tuesday 10/11 meeting.) John suggests that we schedule at least 45 minutes for each interview.
 - m. Include preliminary contract in RFS for architect since the scope of services provided by Doug is not contractual. Look for sample language from projects similar to ours. John can provide similar proposals. Budget is left out of RFS document but can be found in MBC report. Fees/scope is only for schematic design – architect might be willing to take a risk, hoping they will be hired for entire project. Be clear that they will be required to re-bid for project beyond schematic design. We should use the same language used for OPM RFS.

- n. Doug has not included selection (evaluation) criteria for the entire project; just through SD. Architect should show ability to take a project through completion.
 - o. John will update schedule and contact sheet and distribute to everyone.
- 2. Status of RFS for Architect
 - a. Doug distributed print copies of scope of services, background and evaluation criteria and will send everyone electronic copies this afternoon.
 - b. Send notes to John, he will compile everyone's comments.

Next meeting is scheduled for Tuesday, September 6 7:30 AM at Old Library

Rachel Holcomb

Approved