

# TOWN OF HARVARD

## MUNICIPAL BUILDING COMMITTEE



**Meeting Minutes** – Informal Discussion – 6 September 2011, 11:00AM, Old Library

### Attendees

Lou Russo, Wade Holtzman, Marie Sobalvarro, Chris Cutler, Steven Habeeb (P3)

1. Steven Habeeb – Review of P3 Proposal
  - a. Steven was curious as to how he could have improved proposal. How did our committee come to a decision?
  - b. Chris – communicated well, looked for more current, closely matched projects
  - c. Wade – key personnel (wanted more specifics on who would work when, Steven might have made a better fit considering the project), looked for more small town experience, worried about potential schedule conflicts given the firm's current workload. No negatives, other firms just made for a better fit.
  - d. Lou – experience listed was with other firms, left wondering about P3's experience.
  - e. Steven left the meeting at 11:15.
2. OPM contract negotiation continued
  - a. Lou – Westford was able to negotiate with OPM for rates, fee schedule of \$101/hr (OPM brought on during construction phase).
  - b. Wade will clearly state to Peter at DTI that the meeting scheduled is exclusively for the purpose of negotiation.
  - c. Lou suggests including a "not to exceed..." line in contract.
3. Review Central Register Listing
  - a. List Ad this Thursday, Marie distributed draft (she ran draft by Lorraine), bid to be released Thursday 9/15. Specifications need to be ready next Tuesday 9/13.
  - b. Marie will bring Ad to Lorraine.
4. Status of RFQ for Architect
  - a. AIA contract is fairly boilerplate -- we will need to provide "scope of services."
  - b. Marie was able to find an example RFQ from Halifax (RFQ for senior center). The phrase, "the town will negotiate" was used instead of providing specific contractual language in the RFQ.
  - c. A decision will be made on Friday on whether or not to use town counsel when drafting the contract.
  - d. Meet Friday, 9/9 @ 7AM in Old Library in order to finalize RFQ.

Next meeting is scheduled for Friday, September 9, 7:00 AM at the Old Library

Rachel Holcomb

Approved