

TOWN OF HARVARD

MUNICIPAL BUILDING COMMITTEE



Meeting Minutes – Meeting # 15 – 9 September 2011, 7:00 – 9:20AM, Old Library

Attendees

Lou Russo, Wade Holtzman, Marie Sobalvarro, Chris Cutler, Doug Coots, Peter Jackson

1. Approve Minutes
 - a. Read and approved August 23 meeting notes.
2. Confirm Central Register Listing
 - a. Announcement has been posted to the central register.
 - b. A publish date of 9/14 has been assigned.
3. Status of RFQ for Architect
 - a. Define Ranking Mechanism for Evaluation Criteria
 - i. Give each item a percentage weight. Note directly into paragraph following each item. Two categories for requirements: minimum requirements and weighted evaluation criteria.
 - b. Scope of Services
 - i. When preparing scope of services Doug borrowed from state standards, left specific contractual language out. Employed a basic chronological organization.
 - ii. Grants/awards, LEEDS certification – does it open the door for funding? Is it enough to offset the cost? Should we be looking for available grants? Perhaps the architect will be familiar with available grants?
 - iii. Create Calendar – lay out schedule with milestones noted
 - iv. Insert public forum dates during schematic design process. Presentations are a part of public process; we don't necessarily need to be specific about it in scope of services. Will include as a bullet point.
 - v. OPM will prepare "work plan and schedule" to be included in RFQ.
 - vi. Public comment meeting: Marie suggests running the public comment meeting according to an agenda, giving the public an opportunity to comment at the end. Potential for "extra" public meetings, no need to note specific number of meetings in RFQ.
 - vii. Background – same as used in the RFQ for OPM
 - viii. Doug will edit documents and pass on to OPM.
4. OPM Contract Negotiation Discussion Continued
 - a. Pete suggests that a small group (Pete, Doug, Wade and Tim Bragan) meet with DTI informally on Monday to finalize contract. Plan to approve contract at Tuesday's meeting.
 - b. Peter's (from DTI) concerns (via email) were read by Wade, DTI proposes OPM budget of \$40K.
 - i. Lou was surprised that John showed up with work already done, without a signed contract and feels that until a contract is signed, DTI cannot bill us for hours worked. Doug believes they were proceeding with work in good faith.

- ii. What is included in their 40k estimate?
 - iii. Lou asked if is there any benefit to asking them to negotiate their hourly fee. Pete and Doug both feel that when you negotiate rates, it only extends the negotiation process and lands you junior associates
 - iv. Lou is still concerned that they don't carry any professional liability. We should ask Tim Bragan for input on insurance standards. Insurance rates will be discussed during negotiation.
 - v. All agree that 25K is a fair budget. There are certain line items included elsewhere in our budget (like cost estimating) that DTI might be including in their estimate of \$40K. Pete straw-manned a schedule of billable hours, \$25K works with our current schedule. We should line up our schedule next to theirs; discuss differences during negotiation on Monday.
 - vi. It is important to the project to demonstrate that we can stay within our budget of \$185K.
5. Contract for Architect (AIA contract)
- a. Appropriate contract? We should get Tim Bragan's approval to have town counsel review proposal contract.
 - b. OPM and town counsel can advise on any needed changes.
 - c. Very important to review section 6.3 -- Reserve the right to use a different firm post schematic design phase without paying licensing.
 - d. Pete – should we include contract in RFQ? Only if we can wrap it up in the next couple days. Otherwise, include a “to be negotiated” or “we intend to use a modified version of this contract” note. (Halifax example provided by Marie.) Hold for now. Anticipate that architect will work on “good faith” while negotiations are ongoing.
 - e. We have a \$4500 legal budget.

Next meeting is scheduled for Tuesday, September 13, 7:30 AM at the Old Library

Rachel Holcomb

Approved