

TOWN OF HARVARD

MUNICIPAL BUILDING COMMITTEE



Meeting Minutes – Meeting # 17 – 22 September 2011, 7:30 – 9:10AM, Town Hall Meeting Room

Attendees

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

1. Approve Minutes
 - a. Read and approved September 13 meeting notes as amended.
2. OPM Contract
 - a. OPM contract approved by Board of Selectman, Peter Erickson at DTI has agreed to sign.
 - b. Contract provided by Town Counsel is based on a school model, Peter Erickson's comments were incorporated into the final contract approved by BoS, agreed that contract may be amended.
3. RFQ for Architect
 - a. 47 requests so far for Architect RFQ, Lorraine forwarded requests for RFQ to Pete, he's organized the list into a spreadsheet.
 - b. Pete will provide John with all of our pieces of RFQ. John will assemble the RFQ and have it ready for review at Tuesday's meeting.
4. Finalize RFQ for Architect
 - a. Architect Contract – Mark Lanza will review AIA contract, and contracts used in library project. Will it be possible to have a contract ready to include in the RFQ for Architects? Pete asked John's opinion on whether or not we should include contract in RFQ. John communicated to Pete that as long as it is ready, then yes. If not, it shouldn't hold up the release of the RFQ; we can include a line "using AIA contract as amended to meet the needs of the contract." Lou feels that getting the contract in order now, and including it in the RFQ will head off an arduous negotiation process with the architect. Pete pointed out that we can post the contract as an amendment to RFQ. In either case, we need town counsel to help us finalize contract. Marie will follow up with Tim Bragan.
 - b. There is also some concern about making sure we retain rights to schematic design. Doug suggests that we ask for all drawings at the end of the project.
 - c. Architect – would a letter of intent suffice until we have a finalized contract? (Doug has worked this way in the past; Pete recalls a similar situation with the library project.) Lou thinks that as long as the Architect's fee is agreed upon, Tim Bragan wouldn't have a problem with accepting a letter of intent.
5. CPC application due 9/27

- a. Marie – what is the overall project, how does it fit into the overall budget? We need to carefully consider the numbers we choose. Marie distributed a spreadsheet with some rough estimates to consider.
- b. We should consider simultaneous CPC and Town bonds. Marie has spoken with Lorraine, she suggests 2 separate bonds. In our 5 year plan, should we include a place holder for Hildreth? We anticipate that our fund request would include both buildings, even if the construction schedule is years out. Place holder for 1 mil, decide how to allocate later. Move forward with our best estimate, given that we have yet to complete schematic design.
- c. Move both projects forward as fast as the town can afford. Pete suggests that in consideration of MBC interaction with the public, we should be clear that this is the most likely schedule but we have other alternatives that lead to this cash flow. Lou thinks we should keep the presentation simple; ask for the 1 mil, without providing overly specific details. Pete agrees that we should allow that changes may pop up during schematic design. Project description and work schedule included as a part of application. It is important to show consistency in our stated 5 year plan for CPC and CPIC. It is reasonable to change approach as we gain more information on the project. Right now “scenario A” outlines that at the 2012 Annual Town Meeting (ATM) we ask for construction and design money; saves us from waiting until 2013 ATM for construction funds approval. Lou points out that by ATM we will have a quote from a cost estimator. All agree to ask for design and construction at next ATM.
- d. Marie will take care of boilerplate, needs help with description of total project and total cost (Pete will provide construction and management of construction and potential schedule scenarios, Doug and Pete will collaborate on project description). Marie will assemble application and email draft to MBC members.

6. Next Meeting's Agenda

- a. DTI's schedule, work plan and budget
- b. Discuss immediate schedule with John following release of RFQ for Architect.

Next meeting is scheduled for Tuesday, September 27, 7:30 AM at the Old Library.

Rachel Holcomb

Approved