

TOWN OF HARVARD

MUNICIPAL BUILDING COMMITTEE



Meeting Minutes – Meeting # 19 – 18 October 2011, 7:30 – 10:00 AM, Old Library

Attendees

Lou Russo, Wade Holtzman, Doug Coots, Peter Jackson, Marie Sobalvarro, Chris Cutler, Ron Ricci, John Sayre-Scibona

1. Pete will deliver signed OPM contract to Town Hall
2. Approve Minutes
 - a. Read and approved September 22 meeting notes as amended.
3. RFQ for Architect
 - a. Cover Letter: Header should read “Municipal Buildings.” Doug suggests that we change title to “architectural schematic design services” to clearly state that this is for schematic design services only.
 - b. Background: Town Hall was built in the 1870s. Doug and Lou think it is confusing to reference the \$100K CPC funds. All agree to take out last two sentences.
 - c. Scope of Services: Add Historic Commission to first paragraph. Doug thinks it would be helpful to include a schedule that includes milestones. John has a draft schedule, once he confirms it with us, he will plug in to the RFQ.
 - d. Lou suggests including a broad schedule in the RFQ, with a detailed schedule to be discussed after hire. Nov – Dec = schematic design; Jan = presentation; April = ATM – three milestones for architect to consider; Interview question: Can you fit us into your schedule (work load)? Ron added that it might be possible to schedule a special BoS meeting to review presentation of initial results of schematic design (open to public, scheduled for 1/31).
 - e. Which reports should we include in RFQ? What would be most helpful to the architect when he/she is looking at the cost of the project? Doug thinks that the quality of the work that has been done dictates level of work expected. We can include a note in the RFQ that reports are available at Town Hall. John will set up a “drop box” for documents available electronically and include the link in the RFQ. Julie can put a link to the drop box from the town website. #6N – How many public meetings? After some discussion John suggests approx five (including BoS and ATM). #6H – Schedule will be part of the conversation at ATM, John sees it as part of the initial presentation to the BoS at 1/31 meeting. The architect will provide three options for each building. MBC will arrive at 1/31 BoS meeting with recommended preferred solution (RPS). Detailed schematic design will be finalized after BoS meeting.
 - f. Proposed Contract – AIA contract B101 2007 has been suggested by Town Counsel. The two main concerns: right to schematic design drawings, right to retain services through construction. Contract still needs some fine tuning; John might

have some language from another contract that he can forward to Town Counsel (Mark Lanza). Include contract as a draft? John suggests that we release RFQ with a reference to AIA contract, "modified version of AIA contract B101," send out an addendum before the proposals are due. Lou will contact Mark and bring John in on a conference call.

- g. Evaluation Criteria: take out library, replace with Town Hall and senior center.
- h. Selection Criteria: Board of Selectmen not Board of Trustees
- i. Selection Process: limit each interview to 1 hour; Global search and replace RFP with RFQ; BoS for approval, not MBC; Lorraine is point of contact.
- j. Selection Schedule: John will publish questions/answers; Short list 10/18; John will set up secured drop box for electronic submissions. Proposals will be delivered to Lorraine. Add note #3.5 – be prepared to provide references and tour sites. Pete suggests a two stage culling process: quick cut to ten, then short list of three. Lou states that we need to be thorough and take the time to read and evaluate each response. Pete thinks that can be achieved by reviewing evaluation criteria. John has a 1st cut of a schedule (distributed to group):
 - 10/18 – meeting decide first cut
 - 10/20 – meeting to decide short list of three
 - 10/21 – inform short listed architects – make arrangements for tours
 - 10/26 – 10/28 – site tours w/ architect (1 building per architect)
 - 11/2 – interviews
 - 11/7 – initiate negotiations. (Marie – BoS could meet morning of 11/4 in order to facilitate process. BoS can empower MBC to select architect and continue with contract negotiation w/o intermediate step of BoS approval of selection; Marie will confirm that this would be OK with Tim Bragan).
 - 11/8 – BoS meets to approve contract (or at least have a letter of intent).
- k. Insurance – Use insurance language from contract in RFQ; Lou will try to set up call with John and Town Counsel.
- l. John will make edits; finalize insurance notes (with Lou); Pete will send John spreadsheet with 53 respondents contact info and John will distribute RFQ tomorrow (at the latest, Thursday).

4. CPC Application

- a. Marie shared a draft of the CPC application and asked for notes (especially for section 2) by end of week. Application due Friday at 4PM.
- b. Section 3 – Pete will send over work plan.
- c. Section 4 – Need cost estimate from Skanska. Estimate needs to be fully explained. Something like, "from the Skanska numbers, we've derived these numbers." Pete and Doug will send info to Marie.
- d. CPC is aware of Town Hall and Hildreth building projects, but will need more details on bonding, dept of rev projecting as a match. Lorraine confirmed that we could use CPC money for design and clerk of the works. What are our other available financing approaches? Surcharge - just to the life of the debt (revoke after 3 years, sunset clause makes it an easier sell). Marie – current strategy is the most straight forward.
- e. Doug will send Marie an update for Section 2

5. Hours from DTI

- a. Pete received first summary from John. We will be getting monthly updates from DTI.

6. Next Meeting's Agenda

- a. October meeting schedule

Next meeting is scheduled for Tuesday, October 4, 7:30 AM at the Old Library.

Rachel Holcomb

Approved