

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
SELECTMEN'S OFFICE  
OCTOBER 26, 2009  
6:30 PM**

Board Members Present: David D. Macy, Chairman  
Julie M. Hannum

Others Present: Joseph A. Kellogg, Town Administrator  
  
Members of the Public

Chairman Macy called the working meeting to order at 6:30 p.m.

It was noted that Selectman Wood was unable to attend due to a previously scheduled commitment.

Administrator Kellogg advised that the Board needed to conduct an evaluation of proposals received from firms to provide consulting services relative to the administration and management of the DHCD 2009 CDBG-Recovery Act Grant Program recently awarded to construct a new Senior Center. Two proposals were received by the published deadline of October 23, 2009 from the following firms: Berkshire Home Works, LLC and Berkshire Housing Development Corporation. Board members reviewed the non-price proposals and evaluated them relative to how they met the comparative criteria, rating both in various categories as being either Unacceptable, Not Advantageous, Advantageous or Highly Advantageous. It was agreed the firms should receive a composite rating as noted below:

Berkshire Housing Development Corporation:	Highly Advantageous
Berkshire Home Works, LLC:	Advantageous/Not Advantageous

Price proposals were then opened with the following results:

Berkshire Housing Development Corporation:	\$ 90,700.00
Berkshire Home Works, LLC:	\$111,700.00

It was noted that both proposals estimated total administration costs at \$127,700, the maximum allowed by DHCD, however Berkshire Housing Development Corporation proposed that more of this sum be devoted to program costs and less to their fee than did Berkshire Home Works, LLC. It was agreed that the Berkshire Housing Development Corporation proposal was the Most Advantageous for the Town. Selectman Hannum moved to award the contract to Berkshire Housing Development Corporation for the project. The motion was seconded by Chairman Macy and carried unanimously.

Administrator Kellogg made a presentation about a proposal received from Reinhardt Associates to continue providing architectural services for the Senior Center project. He noted that Reinhardt had initially been selected in 2006 to perform design services for the Senior Center following an RFP process conducted in accordance with State Designer Selection Procedures. At that time, a two part fee was negotiated with Reinhardt for Phase I and Phase II, with Phase I being the development of a design, including full bid documents and specifications, for submission to DHCD as part of the Town's CDBG grant application. Phase II would involve administering the bid process and supervising construction. Phase I was completed and Reinhardt was paid the agreed upon sum of \$49,800. A Phase II fee of \$17,000, plus reimbursable expenses, was included in the contract, however work would not commence until it was determined whether the grant application was successful. Although the grant application was not initially successful in 2008, the grant was awarded recently as a result of an infusion of Federal Stimulus funds into the program. As a result of the delay, Reinhardt has requested a fee increase to \$57,100, plus reimbursable expenses, which would include a new septic design required due to poor soil conditions at the site. Administrator Kellogg said that negotiations have resulted in some decrease of this amount, but he thinks it is still too high. In accordance with State Designer Selection Procedures, he has talked with the architect ranked second during the original selection process, Barry Architects. Barry has provided a proposal for a fee of \$30,000 plus reimbursable expenses to complete the design work and supervise construction of the Senior Center. This fee does not include a new septic design, but negotiations are underway for White Engineering to perform this work and should result in a significantly lower overall fee. Discussions with Reinhardt Associates have resulted in an agreement to terminate their contract and also for them to provide the Town with their drawings in an electronic CADD format for a fee of \$4,000. Administrator Kellogg recommended that he be authorized to terminate the contract with Reinhardt Associates and sign a contract with Barry Architects. Selectman Hannum moved to terminate the contract with Reinhardt Associates and award a contract to Barry Architects. The motion was seconded by Chairman Macy and carried unanimously.

There was a brief discussion about the FY2011 Annual Budget.

Chairman Macy adjourned the meeting at 7:25 p.m.

Respectfully Submitted

Joseph A. Kellogg  
Town Administrator