

MINUTES

UPTON LIBRARY FEASIBILITY COMMITTEE

December 16, 2014, 7:00 P.M.

Town Hall, Ground Floor Conference Room

Present:

Michelle Goodwin, Chairman; William Taylor, Vice-Chairman; Fran Gustman, Secretary

Linda Arthur, Kelly McElreath, Steven Rakitin, Alan Rosenfield

UPTON LIBRARY TRUSTEES: John Robertson, Jr., Chair

ADJUNCT MEMBER: Matthew Bachtold, Library Director

1. Call Meeting to Order / Review the Meeting Agenda. The meeting was called to order at 7:01 pm.
2. Approve Minutes of 09 December 2014 meeting. Note: Dec 16 meeting is a continuation of unfinished business due to lateness of the hour of 09 December 2014. A motion was seconded and passed unanimously to approve the minutes as amended.
3. Request for Qualifications (RFQ) for Owner's Project Manager (OPM). Bill based his draft on a Reading RFQ and others.

3.1. Review Draft of RFQ for OPM (vote to approve or revise) – goal: January advertisement. The draft RFQ was reviewed page by page.

Noted: The Feasibility Committee is involved in the design phase up through the schematic/conceptual stage. Two cost estimates, possibly around \$4,200 each, will be provided, one through the OPM and the other through the Designer/Architect.

The Feasibility Committee indicated that all questions from OPM Responders are to be answered by the Procurement Officer and that both questions and answers are to be posted to all Responders.

A motion was seconded and passed unanimously to approve the OPM RFQ based on the discussion at the meeting of December 16, 2014, and to allow the Chair to make minor changes to the revised draft, if necessary, before sending it to the Library Board of Trustees for a vote.

Action assignments: Bill and Kelly will change the schedule for the OPM in the draft RFQ, based on the deadline for advertising in the Central Register for the Commonwealth of Massachusetts.

Bill will research the legality of dropping the bullet point that reads, "If not registered as an architect or Professional Engineer, the Project Manager must be a person who has at least 7 years experience in the construction and

supervision of construction and design of public buildings.”

Bill will rework the changes to the RFQ, give the RFQ to Matthew for any needed revision of the wording. Matthew will send it to Michelle, who will make minor changes at her discretion and send it to Fran, who will check punctuation.

Blythe will submit the OPM contract to Counsel before signing.

3.2. Discuss Rating Criteria for OPM (vote to approve or await revisions to RFQ). Steve sent Michelle an evaluation worksheet.

3.3. Assign: submission for advertising, creation of rating worksheet. If approved, the RFQ will be submitted by the Board of Trustees for advertising.

Steve will revise the rating worksheet based on the revised RFQ evaluation criteria agreed to during the meeting. Michelle will forward the evaluation worksheet to the committee for review before our next meeting. \

The following items were tabled until a future meeting:

4. List of Potential Sites
 - 4.1. Review listing of 13 current sites for investigation (including maps)
 - 4.2. Discuss Questions We Want to Consider for Rating Criteria for Sites
 - 4.3. Assign: two (2) sites per committee member for any further investigation needed
5. Audience Participation. None.
6. Future Meeting Date(s). The next meeting of the Upton Library Feasibility Committee will be Tuesday, January 6, at 7:00 pm at the Town Hall, ground floor conference room.
7. Other topics not reasonably anticipated by the Chairman 48 hours in advance. None.
8. Adjournment. A motion was seconded and passed unanimously to adjourn at 8:51.

Respectfully submitted,

Fran Gustman, Secretary
Upton Library Feasibility Committee