

Topsfield Town Hall Building Committee

July 24, 2015

Chairman Smith called the meeting to order at 10:10 AM at the Town Hall. Committee members present were Gregor Smith, Elizabeth Mulholland, Ben Nutter and Josh Rownd and ex-officio members Boyd Jackson, and Martha Morrison. Community Development Coordinator Roberta Knight was also present.

Visitors: Dick Gandt

Town Hall Schematic Design Proposal Opening: At 10:00AM, the Committee members proceeded to open the submitted proposals. In total, thirteen proposals were submitted. See attached list for specific details. The proposals were divided amongst the Evaluation Committee members: Gregor Smith, Ben Nutter, Josh Rownd and Elizabeth Mulholland. Selectman Martha Morrison took receipt of the electronic copies to place on the Town website for the members to review electronically.

Chairman Smith noted that since the last meeting the Town was contacted by John Nunnari, Executive Director of the American Institute of Architects and Assistant Attorney General Deborah Anderson who affirmed Mr. Nummari's position that the Town cannot require an upfront proposal fee with the technical proposal. Although Chairman Smith stated that he disagreed with this interpretation of the statute, he directed Ms. Knight to forward an addendum to the plan holders instructing them that a price proposal would not be required.

It was decided that the Committee would meet on August 5, 2015 to formally evaluate the proposals. The Committee then scheduled an interview session for the three (3) finalists for Wednesday August 19, 2015 in the Library Meeting Room.

Proposal Review Procedures: Chairman Smith handed the members a Comparative Evaluation Criteria document for their review. The evaluation criteria listed the key factors that may be used in the evaluation of each proposal. See attached for specific criteria. He also distributed a document for scoring, the RFP Evaluation Form, to be used by each member to score the proposals based on the evaluation criteria. See attached for specific criteria. Chairman Smith noted using this method all members will have the same direction for how to evaluate the individual proposals. While the selection process should be "qualification based" it may be important for the Committee to have numerical ranking as well. Member Josh Rownd agreed that a numerical scoring system should be used; and further, noted that the Committee should establish a weight system for established criteria components. The Committee members proceeded to assign weight numbers: 3-Highly Advantageous, 2-Advantageous, 1-Not Advantageous to the established criteria. Mr. Rownd offered to develop a matrix for scoring and would forward by email to all the members.

Exterior Front Porch Façade: Mrs. Knight noted that she had a query from Architect Richard Smith as to whether the Committee had decided to restore the entire front façade or only from the front porch roof up. After a short discussion, it was the consensus of the Committee to only repair from the porch roof up. In particular, they were concern with the flashing between the porch roof and the window.

The meeting was adjourned at 11:10 AM.

Respectfully submitted,

Roberta M. Knight
Community Development Coordinator

Per the Open Meeting Law, the documents that were either distributed to the THBC before the meeting in a packet, or at the meeting were:

1. Agenda
2. Schematic Design Submission List
3. Marked Comparative Evaluation Criteria showing weight
4. RFP Evaluation Form

Approved as written at the _____ 2015 Town Hall Building Committee meeting.

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| Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Committee constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Committee as to the completeness or accuracy of such statements. |
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List of Documents:

