**Meeting Minutes - FINAL**

**September 19, 2017**

1. **John Missud Bandstand – Salem Common (RFQ #S-49) Designer Evaluations**

Attendance: Jenna Ide, Patti Kelleher, Tom Daniel. Absent: Mike Lutrzykowski.

* The Committee started meeting at 3:10.
* The Committee each had copies of the five proposals that were received by the bid date from:
  + Gray Architects, Inc. (Gray)
  + Seger Architects, Inc. (Seger)
  + Structures North Consulting Engineers, Inc. (Structures North)
  + Russo Barr Associates (Russo Barr)
  + Michael Kim Associates (Michael Kim)
* JI discussed the overall process and plan for evaluation, including a three-part process, initial review, interviews, and final selection. The Committee discussed short listing based upon minimum criteria as noted in the RFQ:
  + Completed similar work in the Commonwealth of Massachusetts with the last two years
  + Architect and Participating Engineers are licensed and registered in Massachusetts
  + Have at least five years of experience providing relevant services
  + Submitted ad complete Application in Accordance with the RFP

* The Committee determined that each applicant met minimum, except it noted a few items:
  + Seger was missing the Designer Selection Form, which was referenced, but not included in the RFQ. JI stated that she would confirm with legal if that information could be requested.
    - (JI received confirmation that this was a minor informality, and could request the information)
  + Michael Kim did not demonstrate in their proposal having five years of relevant services. The Committee determined that they would not short list Michael Kim.
* The Committee determined that Gray, Structures North, Russo Barr, and Seger (pending submittal of the Form), would be interviewed.
* The Committee discussed the interview format and potential questions to ask each Proposer.
* JI stated that she would confirm times for 9/25 with each Proposer and send out the confirmed schedule.

Adjournment : 3:45

Prepared by JI