**Meeting Minutes - FINAL**

**September 25, 2017**

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

Attendance: Jenna Ide, Patti Kelleher, Mike Lutrzykowski attended each interview. Additional attendees are noted below.

Each interview consisted of the following agenda and questions (if they were not answered in the presentation)

* 1. Brief Introductions and Overview of DSC Process – Jenna (5 minutes)
	2. Design Team Overview of Firm(s) and Experience – (5-10 minutes)
		+ Please detail who on the team will have each role, and how the team has the resources to meet a tight schedule
		+ Experience and approach to historic structures
		+ Experience with cast stone
		+ Experience with Chapter 149
	3. Design Team Approach to Project – (10-15 minutes).  Specific items to discuss in addition to overall approach:
		+ Demonstrate understanding of the project, and what steps not outlined in the RFP, are needed to proceed with the project
		+ Approach to the community process
	4. Questions & Answers (10 minutes)
	5. Final Thoughts/Steps (5 minutes)
1. **9-10 AM Interview with Structures North Consulting Engineers, Inc.**

John Watne, Structures North; Eric Johnson, Johnson Engineering; John Hecter; Spencer & Vogt Group; Sara Alinia, Structures North.

1. **1-2 PM Interview with Gray Architects, Inc.**

Dennis Gray, Gray Architects.

1. **2-3 PM Interview with Seger Architects, Inc.**

John A. Seger, Seger Architects

1. **3-4 PM Interview with Russo Barr Associates**

Jim Russo and Andrew Barr of Russo Barr Associates

Prepared by JI