



## City of Salem

### Designer Selection Committee

#### Meeting Minutes

**Tuesday, April 30, 2019**

A meeting of the Salem Designer Selection Committee was held on Tuesday, April 30, 2019 at 9:00am at 98 Washington Street, Salem, MA. **Present:** Jenna Ide, Michael Lutrzykowski (Delegated by Tom St. Pierre), Kathleen Winn (Delegated by Tom Daniel). Guests - David Kucharsky and Tom Watkins.

The meeting began at 9:10 to discuss applicant submissions in response to the South Harbor Parking Garage Evaluation & Maintenance Program Request for Qualifications (RFQ). The City of Salem had posted an RFQ for a designer for the above referenced project on February 26, 2019 and received five proposals on April 3, 2019 from the following firms:

- Desman Design Management
- Walker Consultants
- DiGiorgio Associates Incorporated
- Becker Structural Engineers
- Gorman Richardson Lewis Architects
- Bayside Engineering

Committee members discussed the overall review process, identified a schedule and assigned members to contact references for each of the submissions. Members agreed to meet again on Tuesday, May 7<sup>th</sup>, 2019 to review the applicant's submissions and references, determine whether or not they meet the minimum criteria as well as discuss the evaluation criteria.