CITY OF SALEM
DESIGNER SELECTION COMMITTEE

MEETING MINUTES DRAFT

***Held**: **Thursday, February 19, 2019 at 9:00 AM** at City Hall Annex.*

Attendance: Jenna Ide (JI), Mike Lutrzykowski (ML), Kathy Winn (KW). Guests - Tom Watkins (TW) and Ryan Monks

On Call Architectural Services for Various Projects, #19-26-240

- **Review of Proposals**
  - The Committee revised the proposals and discussed their observations. The Committee discussed the references and the response to the questions. It was noted that DiGiorgio and Winter Street did not respond to the questions.
  - TW stated that it was not required that they submit responses to questions as it was not a minimum criterion, but it could affect their ranking.
  - The Committee went through each of the criterion and each of the Proposers and gave each a rank, as shown on the attached matrix.

The Committee provided their rankings for each category, and the results are provided on the attached matrix. Points were awarded on a 1-4 scale, with 4 being Highly Advantageous, 3 being Advantageous, 2 being Not Advantageous (Neutral), and 1 being Unacceptable. The Committee asked TW if there was a limit to the number of designers they could request, and he said no. However, the Committee decided it did not want too many, as it would not be advantageous to Salem to manage. The Committee decided that it would consider up to 6 to recommend to the Mayor for award.

JI stated that she would put rankings into the matrix and provide the matrix and draft of the recommendation to the Committee for next meeting. The Committee decided it would review and vote on the final rankings and evaluation memo on 2/27/19.

- **Adjourn 10:30**

Minutes prepared by JI

Know your rights under the Open Meeting Law M.G.L. c. 30A §18-25 and City Ordinance Sections 2-2028 through 2-2033.

City of Salem On Call Architects Matrix of Individual Rankings RFQ #19-26-240 Final 3/5/19

	Min. Criteria Met	Interviewed	Number of References Received Prime	Number of References Received Subs (MEP, Structural, and Architect if Applicable)	Final Rank	Criteria 1: Prior Similiar Experience and Disciplines (1-4)				Criteria 2:Demonstrated understanding of scope of work and financial and other ability to undertake and complete these types of projects with assigned staff (1-4)				Criteria 3: Quality and Identity of Applications Team (other experiencer requested) (1-4)				Criteria 4: References				Total out of 16			Total out of 16
Raters						*ML*	*JI*	*KW*	*Average*	*ML*	*JI*	*KW*	*Average*	*ML*	*JI*	*KW*	*Average*	*ML*	*JI*	*KW*	*Average*	*ML*	*JI*	*KW*	*Average*
Firm																									
Becker	Yes	No	2		7	2.2	3	4	3.07	3	2.5	4	3.17	3	2	3	2.67	3	2.5	3	2.83	**11.2**	**10**	**14**	**11.733**
Desman	Yes	Yes	2	3	2	2.5	4	4	3.5	3.5	3	4	3.5	3	2	4	3	4	4	4	4	**13**	**13**	**16**	**14**
Gorman Richardson	Yes	No	2	1	9	2	2.5	2	2.17	3.2	2.5	3	2.9	2.2	2	2	2.07	2.5	3.5	2	2.67	**9.9**	**10.5**	**9**	**9.8**
Bayside	Yes	Yes	1	1	5	3.5	2.8	3	3.1	3.5	4	3.5	3.67	3.5	3	4	3.5	3.5	4	3	3.5	**14**	**13.8**	**13.5**	**13.767**
DiGiorgio***	Yes	**No**			8	3.2	2	3	2.73	3.2	2	2.5	2.57	3.2	2	3	2.73	3	2	2.5	2.5	**12.6**	**8**	**11**	**10.533**
Walker	Yes	Yes	2	1**	3	3.5	4	4	3.83	3.5	2.9	3	3.13	3	3	4	3.33	4	4	3	3.67	**14**	**13.9**	**14**	**13.967**
Average						**2.82**	**3.05**	**3.33**	**3.07**	**3.32**	**2.82**	**3.33**	**3.16**	**2.98**	**2.33**	**3.33**	**2.88**	**3.33**	**3.33**	**2.92**	**3.2**	**#REF!**	**#REF!**	**#REF!**	**12.3**

* MEP is BLW - covered above. Structural In House

** See MacRitchie for Brewer

*** Per TW, called but none returned.