



CITY OF SALEM DESIGNER SELECTION COMMITTEE

MEETING MINUTES FINAL

Monday January 29, 2018 at 1 pm at City Hall Annex, third floor conference room, 120 Washington Street.

o Architectural Services: Forest River Pool, Bathhouse, and Associated Facilities (RFQ #T-14) Designer Interviews

- *1-1:50 – Stephen Kelleher Architects, Inc. (SKA)*

Please see attached attendance sheet. Tom Watkins attended for Mike Lutrzykowski who was unable to make the meeting last minute.

- Overview – Jenna Ide (JI)
- Introductions – All
- Designer Discussion
 - i. Overview of company and subconsultants
 - ii. Highlights of project experience specific to this project
 - iii. Discussion of how you work as a team
 - iv. Discussion of ideas for this project.
 - What are some of the opportunities and challenges you see on the site?
 - How will your team address permitting and get buy in from multiple parties?
 - How will your team engage the community and bring consensus?
 - How would you create a space that is universally designed and usable by many different ages and groups?
- Q+A – All 20-25 minutes

Similar to the interviews on 1/25/18, the designer was asked the following questions:

- JI – requested them to follow up after the interview with a list of pool projects conducted by the prime or the pool sub and a list of the subconsultants and how many projects they have worked on with the prime
- Tom Devine (TD) asked about their approach to outreach
- Jenna Ide (JI) – Asked how the designers would address differing opinions and how as designers they advise their clients
- Tom Watkins (TW) asked how designers would bid the project and whether they would separate the site work from the building.
- Trish O'Brien (TO) asked how they would accommodate a potential skating area into the plan, and whether a pool or splashpad could be used for that.
- JI asked the designer what inspires them about the site.



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SKA discussed their experience with bathhouses and pools, in particular Norwood and DCR. SKA discussed the challenges with elevation for this project, and discussed their approaches to existing bathhouses and historic sites. SKA's sub consultant for pools, Weston and Sampson, discussed the concept plans that were developed in the study, highlighting the different options. SKA provided an electronic copy with overviews of previous projects, including Swansea, Norwood, DCR, Nantucket, Yarmouth.

- *DSC Evaluations*

The Committee discussed the next steps. The Committee has received some of the references, but still has more to call. JI stated that she would provide evaluations forms for people to fill out, and suggested interview questions if they had not called references yet. Since Mike was not there, the committee determined that it would schedule the meeting to make the final decision the following week. JI would set up and post that meeting.

Adjournment 2:15 PM

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.

Stephen Kellerer

MEETING SIGN-IN SHEET

Project: Fores River

Meeting Date: 1/29/18

Facilitator: J. Ido

Place/Room: 120 Wash

| Name | Title | Company | Phone | E-Mail |
|-----------------|-----------------|----------------------------|--------------|-------------------------------------|
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