



CITY OF SALEM DESIGNER SELECTION COMMITTEE

MEETING MINUTES FINAL

Held: Thursday, February 6, 2018 at 5:00 PM at City Hall Annex, 3rd floor conference room, 120 Washington Street.

Attendance: Jenna Ide (JI) and Mike Lutrzykowski (ML) for all;

- *For T-17 – Kristin Shaver (KS), School Department Business Manager delegated by Tom Daniel*
- *For #T-14 -- Tom Devine (TD), staff planner delegated by Tom Daniel and Tom Watkins, Purchasing Agent(TW)*
- *For T-22 Jamie Brennan Maintenance Supervisor Library (JB) (delegated by Tom Daniel) and Tom Watkins (TW)*

o Engineering & Design Services – Witchcraft Heights & Bentley Elementary School Roof Replacements #T-17

Kristin Shaver is the Business Manager of the schools and responsible for facilities. KS was delegated by Tom Daniel. The Committee briefly discussed the 4 proposals received:

- CBI Consulting, LLC (CBI)
- Garofalo Design Associates Inc. (GDA)
- Russo Barr Associates Inc. (Russo)
- CSS Architects Inc. (CSS)

The Committee discussed the process, in particular of KS, who was a newer member for this project. Forms for evaluation had already been transmitted. JI stated that all firms met the minimum criteria. JI outlined the criteria in the RFQ. The Committee determined that they did not need an interview, because the project was not complicated and there was a time constraint to finish design by the Spring so that the project could be built this summer. The Committee discussed the references that they had contacted, and the quality of the references and experience overall.

The Designer Selection Committee determined that it would recommend Russo as the designer for this project. Russo Barr have significant experience with roof projects, in particular public projects in Massachusetts and schools. Russo Barr put forward a detailed approach to the project, and demonstrated the ability to met the tight deadlines of this project.



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o Architectural Services Forest River Pool, Bathhouse & Associated Facilities #T-14

JI, ML and TD discussed their final review of the firms. TW was delegated by ML for the Stephen Kelleher interview. Each member discussed the various references they received. Each criterion was discussed, and how the proposals met the criteria. Overall, the Committee and Tom felt that each Proposer put forward advantageous proposals. Overall the interviews went well, however it was noted that Stephen Kelleher Architects and Winter Street Architects were not as prepared based upon the questions. The Committee discussed project approach and the experience of the subconsultants.

The Designer Selection Committee unanimously determined that bh+a has the most qualified proposal. The Committee noted how Bh+a had extensive experience with pools and bathhouses, with over 60 projects throughout the country. Unlike the other proposers, their pool design is in house, integrated into the architectural services. Bh+a not only brings extensive experience, but also submitted a well thought out proposal and approach. They had the most responsive interview, thoroughly addressing all questions. Bh+a brought in an excellent team for their sub-consultants, see attached org chart including 3 subconsultants that have good experience in Salem: Epsilon for permitting/historic, Structures North for structural, and Kyle Zick Landscape Architects. In addition, bh+a was the only firm to bring in a subconsultant that specializes in operations, management and maintenance of recreational and sport facilities, Ballard* King. The Committee determined that Flansburgh was second ranked. The Committee had slight differences in their 3rd and 4th rankings, which are reflected in their evaluations.

The Committee finalized their evaluations and submitted them to JI. JI stated that she would put together the selection memo and final scores for submittal to the Mayor. She would send around the draft for any comment if the Committee had any.

o HVAC Design, Engineering, Construction Administration - Salem Library #T-22

Jamie Brennan was delegated by Tom Daniel. He is the Maintenance Supervisor at the Library. ML discussed the DSC process, and how it worked. The Committee reviewed the 3 proposals that were submitted:

- C.A. Crowley Engineering
- BLW Engineering
- CSI Engineering

The Committee discussed interviewing all 3, as each had enough experience for the project. The interviews would be short, ½ hour, and would focus on their team and approach. JI would send out the request for interview times and directions. JB stated he would let the Library know about



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the process, and JI stated the meetings were publicly posted, so anyone could come to listen. The Committee stated they would try to contact references.

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.