



# CITY OF SALEM DESIGNER SELECTION COMMITTEE

## MEETING MINUTES - FINAL

OCTOBER 10, 2017

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

Attendance: Jenna Ide (JI), Patti Kelleher (PK), Mike Lutrzykowski (ML)

- The Committee started meeting at 1:00 PM.
- The Committee approved the minutes from the previous meetings 9/19 and 9/25.
- The Committee each had copies of the evaluation forms located in the RFQ. The Committee members had also each called references for each of the four finalists:
  - Gray Architects, Inc. (Gray)
  - Seger Architects, Inc. (Seger)
  - Structures North Consulting Engineers, Inc. (Structures North)
  - Russo Barr Associates (Russo Barr)
- The Committee discussed the relative ranking of each design team for each of the criteria:
  - Quality and depth of project experience
  - Desirability of approach to the project, demonstrated understanding of the scope of work, and proposer's ability to undertake and complete this project in a timely manner and on budget
  - Overall quality of the client references

The Committee found that all of the Proposers were advantageous to highly advantageous in all the categories. References were excellent for all of the firms. Notwithstanding, the Committee determined that Structures North put forward the most detailed approach to the project, while combining excellent structural engineering, historic, and architecture experience into a qualified team. Each of the committee members ranked Structures North in the top 2, and the final summary rankings were tallied and are represented below:

Proposer	Total	Rank
Gray	79.5	2
Structures North	85.5	1
Seger	73	4
Russo Barr	79	3

- JI stated that she would circulate the draft selection memo to the Committee and legal, and then finalize for submittal to the Mayor.
- Adjournment: 2:00PM

Prepared by JI