



CITY OF SALEM DESIGNER SELECTION COMMITTEE

MEETING MINUTES FINAL

Held: Thursday, January 24, 2019 at 9:00 AM at City Hall Annex.

Attendance: Jenna Ide (JI), Mike Lutrzykowski (ML), Kathy Winn (KW), Ryan Monks (RM), and Tom Watkins (TM)

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

- **Review of Proposals**

The Committee started discussing the proposals and the criteria. JI went over the comparative review criteria. The Committee discussed whether they could short list again prior to references. TW determined that the evaluations had to be the same in order to short list, and the references were one of the criteria.

The Committee reviewed the list of firms and JI proposed that the committee try to get 3 references for the prime and 1 for the structural, MEP, and architectural subconsultants (as applicable). If a prime had an internal reference, we did not need 3 outside, just 1. It was recognized that we might not be able to get all references. Committee members and RM and TM volunteered to get references for certain firms.

- RM assigned CBI, Beacon, & Russo Barr
- ML assigned Brewer and BLW
- JI assigned Winter St.
- TM assigned Dennis Gray & DiGiorgio
- KW assigned DREAM

JI asked that people review the list of references in the DSC or elsewhere to determine good potential references, with a preference for public entities in Mass.

- **Initial Questions:**

The Committee was asked to review draft list of questions for references. KW asked that we add a question about a specific project or skill. In addition, JI presented a draft list of clarification questions. TM was asked to add something about approach to construction administration. TM was asked to develop the financial question so it would not be too burdensome. He also was asked if the financial question could be asked after short listing. TM determined it could not if part of comparative criteria. JI stated she would revise questions and bring the following week. RM asked that we ask about school experience.

- **Adjourn 12PM.**

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.



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