



City of Salem

Designer Selection Committee

Meeting Minutes

Tuesday, May 7, 2019

A meeting of the Salem Designer Selection Committee was held on Tuesday, May 7, 2019 at 8:30am at 98 Washington Street, Salem, MA. **Present:** Jenna Ide, Michael Lutrzykowski (Delegated by Tom St. Pierre), Kathleen Winn (Delegated by Tom Daniel). Guests - David Kucharsky and Tom Watkins.

The meeting began at 8:37AM to review the applicant's submissions and references, determine whether or not they met the minimum criteria as well as discuss the evaluation criteria. The members agreed that the minimum criteria requiring the architect(s) and any participating engineers must be licensed and registered in Massachusetts can be met as long as the lead individual on the project is licensed in the State.

The Committee determined that all of the applicants appeared to meet the minimum criteria in the RFQ. Overall, the references were excellent for all designers and their sub-consultants. Following this discussion, the Committee agreed to conduct a consensus ranking for each applicant based on the Evaluation and Selection Criteria:

Walker

- Quality and Depth of Project Experience **Highly Advantageous**
- Desirability of approach to the project, demonstrated understanding of scope of work, and proposer's ability to undertake and complete this project in a timely manner and on budget. **Highly Advantageous**
- Overall Quality of Client References **Highly Advantageous**

GRLA

- Quality and Depth of Project Experience **Advantageous**
- Desirability of approach to the project, demonstrated understanding of scope of work, and proposer's ability to undertake and complete this project in a timely manner and on budget. **Highly Advantageous**
- Overall Quality of Client References **Advantageous**

DAI

- Quality and Depth of Project Experience **Highly Advantageous**
- Desirability of approach to the project, demonstrated understanding of scope of work, and proposer's ability to undertake and complete this project in a timely manner and on budget. **Advantageous**
- Overall Quality of Client References **Highly Advantageous**

Desman

- Quality and Depth of Project Experience ***Highly Advantageous***
- Desirability of approach to the project, demonstrated understanding of scope of work, and proposer's ability to undertake and complete this project in a timely manner and on budget. ***Highly Advantageous***
- Overall Quality of Client References ***Highly Advantageous***

Bayside

- Quality and Depth of Project Experience ***Advantageous***
- Desirability of approach to the project, demonstrated understanding of scope of work, and proposer's ability to undertake and complete this project in a timely manner and on budget. ***Advantageous***
- Overall Quality of Client References ***Highly Advantageous***

Becker

- Quality and Depth of Project Experience ***Advantageous***
- Desirability of approach to the project, demonstrated understanding of scope of work, and proposer's ability to undertake and complete this project in a timely manner and on budget. ***Advantageous***
- Overall Quality of Client References ***Advantageous***

Based on the results of the rankings the Committee agreed to schedule interviews with DAI, Desman and Walker.

The interviews were scheduled for May 16, 2019. Each applicant will be asked to have their principal, project manager and key sub consultants attend.