



CITY OF SALEM DESIGNER SELECTION COMMITTEE

MEETING MINUTES DRAFT

Held: Thursday, February 14, 2019 at 8:30 AM at City Hall Annex.

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

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

- **Review of Proposals**

- References

- The Committee discussed their initial responses to references, but not all references had been received. JI requested that references be submitted in writing or via email.

- Questions

- The Committee reviewed the list of questions and approved the list of questions to be asked of each Proposer. JI stated she would send them out to each Proposer and request responses prior to the next meeting on 2/19.

- Comparative Criteria

- The Committee discussed the comparative criteria from the RFQ:

- Criteria 1: Prior Similar Experience and Disciplines (1-4)
 - Criteria 2: Demonstrated understanding of scope of work and financial and other ability to undertake and complete these types of projects with assigned staff (1-4)
 - Criteria 3: Quality and Identity of Applications Team (another experienter requested) (1-4)

The Committee agreed to attend the 2/19 meeting prepared to discuss references and rankings for each criteria and on-Call Architect.

- **Adjourn 10PM**

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.