



# CITY OF SALEM DESIGNER SELECTION COMMITTEE

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## MEETING MINUTES FINAL

*Held: Thursday, January 11, 2018 at 5:00 PM at City Hall Annex, 3<sup>rd</sup> floor conference room, 120 Washington Street.*

**Attendance: Jenna Ide (JI), Tom Devine (TD), and Mike Lutrzykowski (ML)**

- **Architectural Services: Forest River Pool, Bathhouse, and Associated Facilities (RFQ #T-14) Designer Evaluations**
  - The Committee reviewed the five proposals for minimum criteria. The Committee had received requested information from each of the designers.
  - The Committee determined that all the designers met the minimum criteria. However, the Committee noted that TLB had minimal experience in Massachusetts, and only one subconsultant with demonstrated experience in Massachusetts. Based upon this the Committee determined that TLB would not be short listed, as there was concern that the firm did not have enough experience with Mass laws and bidding processes.
  - The Committee decided to interview 4 firms:
    - Winter Street Architects
    - Flansburgh Associates
    - Stephen Kelleher Architectural Associates
    - Bh+a Architects
- The Committee discussed the following important areas for interviews:
  - Permitting
  - Landscape Architecture
  - Historic
  - Community Engagement
  - Pool Design
  - Sustainability
  - O&M
- The Committee also did not want electronic presentation, but wanted a few ideas brought just for discussion and to see how the team worked together.

Adjourned at 5:45 PM

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.*