



CITY OF SALEM DESIGNER SELECTION COMMITTEE

MEETING MINUTES FINAL

Held: Thursday, February 15, 2018 at 9:00 AM at City Hall Annex, 3rd floor conference room, 120 Washington Street.

o HVAC Design, Engineering, Construction Administration - Salem Library #T-22 Designer Interviews

• 9-9:30 BLW Engineering (BLW)

Please see attached attendance sheet.

Jenna Ide (JI) provided a short overview of the interview and process moving forward. Introductions were made and then BLW gave a brief overview of their experience. BLW discussed other library projects and their approach to design. They discussed opportunities to move construction or phase work if needed to get more favorable bids. ML stated that it might be feasible to move the schedule. BLW discussed their familiarity with Chapter 149. TW asked about whether this would require filed sub bids. JI asked about experience in innovative systems, and utility incentives. BLW responded and discussed LCCA and providing alternatives. JI asked about Commissioning, and BLW stated they would come back if needed to address any issues. BLW provided a handout highlighting their team and library experience. ML asked about their experience with communities and historical commissions, BLW responded that they understood they may need to come to some public meetings and address concerns. BLW added that they had an architect and hazardous waste consultant with their team which were certified minority or women owned. JI asked that they submit information on those firms after the interview.

• 9:45-10:15 – C.A. Crowley Engineering (Crowley)

Please see attached attendance sheet.

Jenna Ide (JI) provided a short overview of the interview and process moving forward. Introductions were made and then Crowley gave a brief overview of their experience. Crowley noted that they had an electrical subconsultant. Crowley provided a handout. Crowley discussed many of their similar historic library projects. Crowley mentioned their work with the Salem Housing Authority. TW asked about the need for filed sub-bids, and they responded that electrical would likely be needed. JI asked about experience in innovative systems, and utility incentives. Crowley did not provide many innovative ideas or to discuss their understanding of the utility



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incentive process. ML asked about their experience with communities and historical commissions, Crowley provided their experience on other projects as an example. JI asked about cost estimators, and they stated those were in house. JI asked what if an architect was needed, and asked that they submit information on those firms after the interview.

- *10:30-11 – CSI Engineering*

Please see attached attendance sheet.

Jenna Ide (JI) provided a short overview of the interview and process moving forward. Introductions were made and then CSI gave a brief overview of their experience, including as contractors. CSI clarified that due to unforeseen absence, the Principal and the Project Manager noted in the RFQ were unable to attend. CSI focused on their work with other projects, and their ability to understand constructability and maintenance. They recommended a phases approach. TW asked about their experience with historic commissions and filed sub-bids. CSI responded that there would likely be a filed sub bid for electrical. However, CSI did not discuss much of their experience with local communities but did have experience with historic buildings and commissions. JI asked about their experience with innovative technologies and utility incentives. CSI offered several ideas they could explore. CSI recommended third party commissioning. ML asked about who would lead the project and the relationship of the mechanical and electrical in-house engineers. CSI said that either Stanley Charmin or Jim O'Brien could lead it up. JI asked them to follow up with more information about their subconsultants for architecture.

The Committee and TW discussed next steps, including contacting references if possible. JI handed out the evaluation forms. ML suggested a meeting next Wednesday. JB and JI said the morning was good. JI said she would post.

Adjournment 11:30 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.

MEETING SIGN-IN SHEET

Project: Library HMC T-22 BLW

Meeting Date: 2/15

Facilitator: DSC

Place/Room: 120 Washington

[illegible]

MEETING SIGN-IN SHEET

Project: HVAC Library (Coulter)
Facilitator: DSC

Meeting Date: 2/15/18

Facilitator: DSC

Place/Room: 120 Washington St
Salem

[illegible]

MEETING SIGN-IN SHEET

Project: Library HVAE CSI

Meeting Date: 2/15/18

Facilitator: DSC

Place/Room: 120 Washington

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