



CITY OF SALEM DESIGNER SELECTION COMMITTEE

MEETING MINUTES FINAL

Held: June 25 2018 at 11AM & June 28, 2019 at 5:00 PM at City Hall Annex.

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

1. On Call Owner's Project Management Services – RFQ #T-40

On June 25th, the Committee met to review the proposals that were received from the following firms:

- The Vertex Companies, Inc.
- Skanska
- PMA Consultants
- Leftfield
- PINCK & Co.

The Committee discussed the process, and determined that all proposals met the minimum criteria. The Committee reviewed the comparative criteria and agreed to meet on 6/28/19 to discuss their review of the evaluation criteria.

On June 28th, 2018 the Committee met to discuss their findings and found that all demonstrated significant experience and put together great proposals. The different firms offered some differences in experience and types of projects.

The Committee voted and recommended requesting wage rates from the following five proposers (in no particular order):

- Vertex Companies, Inc.
- Skanska
- PMA Consultants
- Leftfield
- Pinck & Co.

Pending satisfaction of all requirements and review of wage rates, the Committee recommends award to all five.

Scoring sheets were provided by each member to Tom Watkins.

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.