



CITY OF SALEM DESIGNER SELECTION COMMITTEE

MEETING MINUTES - FINAL

NOVEMBER 20, 2017

1. Bertram Field Phase 2 Renovations (RFQ #T-11) Designer Evaluations

Attendance: Jenna Ide (JI), Ashley Green (AG), Mike Lutrzykowski (ML).

Two proposals were received and discussed by the committee: Beacon Architectural Associates and CBI Consulting, Inc. JI discussed the proposals and the minimum criteria. All proposals met the minimum criteria listed in RFQ.

JI, ML, and AG agreed that both firms should be interviewed and that both put forward competitive and advantageous proposals. ML stated that both could clearly do the job. JI commented that they had quality sub-consultants.

JI, ML, and AG discussed a proposed interview agenda and potential questions. ML requested that there not be a power point presentation, JI and AG agreed.

JI stated that the whole team would be invited for each group, however, she would like to know what were critical subconsultants for the interview for scheduling purposes. In addition to the prime architect, ML was interested in structural and site/civil. JI was interested in MEP and sustainability. AG expressed no preference.

Topics for consideration for further discussion were: approach to phasing, team approach, site constraints, structural considerations, and community relations.

JI stated that she also would have them address what they consider significant in the "Important Considerations" section of the proposal.

JI stated she was hand out suggested references and suggested questions for each firm.

Meeting adjourned at 1:30 pm.

Prepared by JI