

LUNENBURG MUNICIPAL BUILDING DESIGN COMMITTEE



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Meeting Minutes September 23, 2024 5:30pm

Members Present: Brian Lehtinen, Michael-Ray Jeffreys, Greg Roy, David Blatt, Kristina Masaitis, Matthew Allison

Members absent: Tom Gray

Town Employees: na

Community Guests: Anthony Sculimbrene

Meeting called to order at 5:30pm.

The meeting resumed with a review of the RFP, starting with Section 3 and continuing into Section 4, which covers the minimum quality requirements for architecture and engineering services.

It was suggested including a question on the firm's familiarity with historic preservation and the Secretary of the Interior Standards for Historic Preservation. Concerns were raised about referencing the standards without full awareness, but it was agreed that firms familiar with historic tax credits likely have experience with these standards. It was discussed whether requiring historic preservation experience might narrow the field too much. The committee agreed that setting a baseline requirement of familiarity and experience with historic preservation would ensure that the firms considered had the relevant expertise. The committee discussed an appropriate minimum for project experience.

The committee focused on refining the evaluation criteria for proposals.

The committee discussed the importance of ensuring the project leader's involvement throughout the project, emphasizing that the project leader must be present at all meetings and directly involved in project oversight. The committee suggested adding language regarding long-term operation and maintenance costs, as well as energy efficiency analysis, as part of the design requirements. The need for subcontractors should be minimal, and firms must demonstrate stability and capacity. The selection process will involve reviewing the non-price proposals first, followed by opening the price proposals. The highest-ranking firm will be awarded the contract based on qualifications and price.

Michael Ray Jeffreys will review with Julie and get back to the committee.

Greg Roy made a motion to approved the Rfp and gave the chair permission to make minor modifications with the consultation of the town procurement officer can make non-

substantive changes to the document as required by law. The motion was seconded by Brian Lehtinen, unanimously passed. It was recommended that we meet with other boards during the process to keep everyone informed.

Motion to adjourn by Brian Lehtinen at 6:50pm, seconded by Greg Roy, unanimously passed.