

Old Library Accessibility Committee
Meeting Minutes
November 15, 2017 – Upper Town Hall

Members Present: Wendy Cote-Magan, Mark Mikitarian, Lucy Wallace, Ken Swanton
Guests Present: Marie Sobalvarro, Assistant Town Administrator/Procurement Officer; Chris Cutler

The meeting was called to order at 3 PM by Mark Mikitarian.

Administrative

The minutes of the 11/1/17 meeting were approved as presented.

MAAB Update

Mark had contacted the Tom Hopkins, MAAB Executive Director, to learn if our application for variances had been approved at the Board's November 13th meeting. He reported that essentially they had, with a couple of additional requests. First, because of clearance issues and the direction of the swing of the handicap bathroom door, we will need to install a push pad. The Board's decision on the nosings was continued with condition that we show a plan for infill. Wendy believes the Board misunderstood the degree of variance being requested and so will prepare a drawing or plan showing the existing nosings on the stairs. The intent is that with drawings, the Board will understand the rationale for that variance request. Finally, the extension of the railing for the back stairs (going from the first floor to the mezzanine to the top floor) needs to be added to our base bid. Mark will forward Wendy Magan's drawing and a brief write up on addressing these items to Tom.

Review of Draft RFQ

The Committee reviewed and edited the draft RFQ with Marie Sobalvarro. Mark will work with Marie to make sure all of the edits are captured. Wendy stressed the need for a landscape architect as one of the sub-consultants. Marie pointed out that the itemized list of tasks in Section III, Proposed Contract, includes landscape architecture and, therefore, it would be up to the applicant to demonstrate the ability to provide these services within its contract.

Significant changes to the draft RFQ included:

- Sections II and III: Provide a direct link on the town's website to the Schematic Drawings, North Bay Cost Estimate, and Topographic Site Plan
- Section III: Renumber tasks and add to work schedule Construction Administration; estimated time for each:
 - Confirmation of Program & Schematic Design 2 weeks
 - Detail Design, Construction & Bidding Documents 9 weeks
 - Construction Administration 120 days (~17 weeks)
- Section III 5: Cost estimate check-in at 75% completion of construction documents
- Correct numbering of Section III Schedule to IV and following sections accordingly
- Section IV: Anticipate construction to begin the spring of 2018
- Section VI: Weighting of proposals:
 - Experience (40%)

- In-house capabilities (20%)
- Management approach (30%)
- Remove Key Personnel category (covered by In-house capabilities)
- Open Response (10%)
- Remove requirement for multiple proposals in order to proceed with selection of architect.

The Committee then set the following schedule for its meetings:

- 12/6/17 – 10 AM Bidders' conference
- 12/12/17 – 1-2:30 PM Meet, if necessary, to discuss answers to bidders' questions
- 12/19/17 – 1-4 PM Review and discuss submissions
- 1/3/18 – 1-5 PM Architect interviews

Marie left the meeting; Chris Cutler joined the meeting

Ken Swanton introduced Chris to the Committee. He explained he had reached out to Chris, who is a builder and had served on both the Historical Commission and first Town Hall Building Committee, to see if he would be interested in being appointed to this Committee. Chris explained that while he is mostly involved with residential development, he has some experience in historic restoration. He would have the time to serve if the Committee did not meet more than once weekly. Mark assured him that we generally met every two weeks and that we could change our meeting time to accommodate Chris' schedule. It was agreed that meeting at 8 or 8:30 AM (except on Thursdays) would work for all of the members.

Project Budget

Ken felt it was important to have an agreed upon project budget as the funding approved by the STM is tight and he did not want to go back to a future town meeting to ask for additional funds. Ken explained modifications he had made to Marie's proposed budget to keep the bottom line at the STM-approved \$472,000. The Committee unanimously endorsed the budget.

MA Cultural Facilities Fund (MCFE)

Mark reported that he and Willie Wickman are working with Julie Meyers on the portion of the grant application that pertains to the Harvard Cultural Collaborative. The remainder of the application will need to be done by the OLAC and Marie. Lucy offered to work with Marie on that portion. The grant will be due in mid-January.

The meeting adjourned at 4:50 PM.