

Old Library Accessibility Committee
Meeting Minutes
March 8, 2017

Members Present: Wendy Cote-Magan, Mark Mikitarian, Lucy Wallace
Guest: Marie Sobalvarro, Assistant Town Administrator; Ron Ostberg

The meeting was called to order at 5:05 PM.

Administrative: Approval of the March 1, 2017 meeting minutes was deferred to the next meeting (March 15, 2017).

Review of Proposals: The town received five proposals in response to the Request for Qualifications. All five of the responding firms had sent representatives to the walk-through held on February 22nd. The five firms were:

CBI Consulting, Inc.
William Sloan Associates
LLB Architects
TBA Architects, Inc.
Abacus Architects + Planners

Marie Sobalvarro distributed ranking sheets for each committee member to complete in assessing the proposals. After briefly explaining the process and next steps, she left the meeting. Lucy Wallace offered to deliver the ranking sheets to Marie.

Ron Ostberg provided some insights and guidance on reviewing the proposals and assessing qualifications. As a member of the state Design Review Board and retired architect, he has considerable experience in this process.

The committee reviewed the proposals, scored the firms and ranked them. A motion was made, seconded and voted unanimously that we interview CBI Consulting, Inc., William Sloan Associates, and Abacus Architects +Planners. Interviews are to be held on Wednesday, March 15th, beginning at 7 PM, and will be 30 minutes in length. We agreed on a 15-minute window between each interview. Start times, therefore, would be 7 PM, 7:45 PM and 8:15 PM. It was agreed that in addition to the Project Principal or Manager, we should request that the cost estimator, designer and code compliance contractor be present at the interviews.

The meeting was adjourned at 6 PM.