

Old Library Accessibility Committee
Meeting Minutes
December 21, 2016

Members Present: Wendy Cote-Magan, Mark Mikitarian, Ken Swanton, Lucy Wallace

The meeting was called to order at 7:05 PM.

Administrative: Minutes of November 21, 2016 were approved.

Getting Estimates for Option 3, Take 2: Mark provided a summary of the previous night's Board of Selectmen meeting regarding our request for proposals to develop schematic plans and cost estimate for Option 3. In short, the phone solicitation to several architectural firms done by Mark was incorrect: not because the estimate cost for this work would be less than \$10,000, but because the estimated cost of *construction* would be greater than \$100,00. This triggers the need for a written and advertised Request for Qualifications (RFQ).

Ken reported on the votes taken by the BOS the previous night. The first, to place on the warrant for Annual Town Meeting an article requesting up to \$20,000 for architectural/designer services to develop schematics and cost estimates for Option 3. The second, to place an article on the warrant an article to request up to \$55,000 to make the rear entrance handicap accessible. Ken noted his concern that the building be accessible so a tenant could move in by July 1st.

There was a lengthy discussion on timing of obtaining cost estimates for Option 3 and going to the Architectural Access Board (AAB) for a waiver to allow use of the building pending construction of the new entrance. Noting the costs associated with making the rear entrance accessible (regrading path, new door, easement over abutter's driveway), Wendy suggested that instead of investing in this option (which eventually would not be required when the front is made the only public entrance and is fully accessible) we install a buzzer and some temporary hand rails along the existing walkway – a solution she had approved by the AAB for the bike shop in the basement of the General Store. We could first ask the Building Inspector for approval to pursue this course and, if he deferred to the state, then meet with the AAB. Wendy has worked with Tom Hopkins at the MAAB who granted waivers for both CB Bikes at the General Store and the Hildreth House.

Lucy had met with Marie Sobalvarro earlier in the day and provided information from Marie regarding designer selection via an RFQ for Option 3. As an aside, Marie suggested installing a temporary ramp to the side entrance as opposed to addressing the rear door option, but the Committee felt that would not be suitable given construction for the front entrance that would be occurring in the same area.

The RFQ will have to be published in the Central Register and a local newspaper for at least 2 weeks. It was agreed that we should prepare the basis for evaluating the proposals, as outlined in the information Marie had provided, but then meet and ask her to draft the RFQ. After meeting with Marie, we would meet with the Building Inspector to ask his approval to use Wendy's temporary access solution. If Gabe is unwilling to do so and defers to the state, Wendy is willing to go to the AAB with our proposal for approval. Our goal is to have the RFQ go out in January so when we go to ATM we will have a more specific amount to request for funding.

The required categories to evaluate and the specific criteria we would be seeking were essentially agreed upon as follows:

Experience:

- Working on historic buildings in an historic district
- Restoring an historic/original entrance and making it accessible
- Working with the AAB and local historical commission

Quality of Work

- At least 3 references of comparable projects

Public Sector

- Yes, must have experience with public projects

Professional

- Yes, must provide licenses and certificates of qualification for this project

Subconsultants

- Provide a list of key subconsultants and subcontractors to be used for this project

Capacity

- Provide a schedule and timeline from execution of a contract to completion of project

In addition to the evaluation criteria the RFQ must describe the scope of work. Using the script Mark developed for the initial calls, the scope of work would include:

- Develop schematic drawings for Option 3 based on the conceptual plans
- Develop 2 cost estimates for construction: the first for the entire project (which includes demolition of side entrance), the second separating out the cost of demolition of the side entrance
- Itemize code compliance issues that could be triggered by construction costs
- Develop cost estimates for addressing code compliance
- Identify code issues that could be eligible for seeking waivers from the Building Inspector or AAB
- Timeline for project: expect to execute contract in early April with work to begin later that month.

The applicant must provide a fee for services. In addition, the RFQ should note that the applicant may be considered for follow-on work (detail design drawings and construction oversight). The RFQ will include the package of information (drawings and conceptual plan) Mark provided to the firms he called.

We agreed we should review the proposals and make a recommendation to the BOS.

Ken will contact Drayton Fair to let him know of the requirement for the RFQ.

The meeting was adjourned at 8:30 PM. A date for the next meeting was not set.