

Library Building Committee
August 22, 2012 – 7PM
Meeting Minutes

In attendance: Julie Culp, Charles Westbrook, Margaret McCaw, Jim Russo, Vin Shea, Cynthia Mello

Absent: Chris Darrow,

- 1.0 Call to Order
 - 1.1 Called to order at 7:02PM by Jim Russo
- 2.0 Approval of Minutes of July 25, 2012, Regular Meeting
 - 2.1 Margaret McCaw moved to accept minutes
 - 2.2 Corrections – Jim Russo from Jim Mello, Chairman James Russo called the meeting to order at 7:02PM
 - 2.3 Margaret McCaw moved to accept as corrected, Cynthia seconded, Vin Shea Abstained
- 3.0 Commence Draft for Formal “Request for Proposal” related to Professional Architectural and Design Services.
 - 3.1 Discussion ensued regarding what should be included in the Request for Proposal (RFP)
 - Identify a brief scope of the work / project summary
 - What we expect to receive as a committee – schematic design, cost estimate of the project will cost, etc.
 - Notice that acceptance of the bid in no way guarantees further services for design and construction of the project
 - Selection Criteria
 - Needs to be stated
 - Can reference Colchester’s RFP
 - Schedule
 - When it goes out to bid
 - Walk-through of the library
 - Date when all questions will be answered
 - Date, time, location, and format of when and how bids are due
 - Date when someone will be selected
 - Date we would like the program to be done for town review
 - Layout of the proposal format
 - Cost of the bidders proposal
 - Include insurance requirements
 - 3.2 Need to determine who will be doing the bid selection – likely the selectmen

- 3.3 Would like to use the GSA253 and GSA254 forms to determine the type of work the firm does, and how much of it they do.
- 4.0 New Business
 - 4.1 No new business
- 5.0 Public Comment
 - 5.1 None
- 6.0 Adjournment
 - 6.1 Adjourned at 8:37PM