

Approved October 24, 2013

Taft Library Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Tuesday, October 8, 2013
7:00 p.m.

Committee Members Present:

Joe Cronin, Susan Darnell, Amy Fahey, Dan Labastie, Don Morin, Chuck Noel, Moritz Schmid, Jay Washburn; Kevin Rudden arrived at 7:35pm

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates

I. Call to Order

The meeting was called to order by Joe Cronin at 7:03 p.m.

II. Approval of Agenda

MOTION: A motion was made by Jay Washburn, seconded by Dan Labastie, to approve the agenda.

DISCUSSION: None.

VOTED: Unanimous.

III. Approval of Meeting Minutes from September 16, 2013 and September 19, 2013

MOTION: A motion was made by Jay Washburn, seconded by Susan Darnell, to approve the meeting minutes from September 16, 2013 and September 19, 2013.

DISCUSSION: None.

VOTED: Unanimous.

IV. Update on Responses to RFQ for Designer Services

Don informed the group that we have received eleven requests for the RFQ for Designer Services from potential responders and one request from a construction news reporter.

V. Results from Optional Site Visit

Mary informed the group that five potential bidders attended the optional site visit on October 2nd. Paul Fitzgerald wasn't present at the meeting so the sign-in sheet wasn't available for review.

VI. Review of Questions from Potential Responders and Process to Provide Answers

Mary shared a few questions that were raised during the site visit and Joe shared the questions received by Diane Willoughby c/o the Mendon Board of Selectmen's office. A total of eight questions will need responses. After discussing with the full Committee, the group agreed with the following responses:

1. The online material highlights “Our Architect – Ken Best, Drummey Rosane Anderson, Inc.” and notes their library projects. To what extent is Mendon committed to retaining them? The Abacus team would love to work with Mendon, and we believe we have the skills and expertise that are needed. But it would be great to know if the town has already decided that they will be the architects.

Response: Drummey Rosane Anderson, Inc. was hired by the Taft Public Library Trustees to perform the study for the project to present to Mendon Town Meeting for approval. A new Building Committee was formed after the town had voted to approve the project, and this Building Committee is seeking the most qualified firm for this work, and will evaluate all proposals received per the criteria in the Request for Qualifications.

2. Does the structural engineer have to be on the architect’s staff as implied in question 18? Very few architectural firms have engineers on staff. They are generally subcontracted to the architect.

Response: The structural engineer has to be part of the architect’s team, and the architect needs to provide his/her credentials.

3. Can you confirm you will hold no alternate site visit--even if no one attends tomorrow?

Response: There will only be one site visit (held on October 2). No others will be held.

4. Can questions be submitted in writing through email?

Response: Questions regarding this RFQ shall be submitted in writing (email is acceptable) and shall be delivered to the Office of the Board of Selectmen by 3:00 P.M. on Thursday, October 10, 2013. Questions presented after this time shall not be considered. No question shall be considered which is not submitted in writing. Any questions requiring consideration shall be answered in an addendum delivered to all registered Responders and posted on the Mendon Taft Public Library website: <http://www.taftpubliclibrary.org/library-relocation-project>.

5. Are original drawings of the church available?

Response: Some original drawings are available, and these have been posted on the Mendon Taft Public Library website: <http://www.taftpubliclibrary.org/library-relocation-project>.

6. Was a hazardous material survey done?

Response: No survey has been done, however, due to the age of the building, it is assumed that there will be hazardous materials.

7. Is the rectory part of the project?

Response: The rectory is not part of the current project, but may be in a future phase.

8. Is documentation regarding compliance with I-9 Employment Eligibility Verification Required?"

Response: Yes, please include documentation regarding compliance with I-9 Employment Eligibility Verification.

Joe will document the responses and will send them to Don for posting to the library website. Since the deadline for questions is Thursday, October 10th, the Committee agreed to meet on Tuesday, October 15th if any additional questions come in prior to the deadline. If no additional questions come in, Don will cancel any posted meeting on the 15th.

VII. Review Open Items on Decision Action Log

The only open item on the Decision Action Log is the one regarding sharing the redacted OPM responses with one of the bidders. Diane Willoughby and Joe have tried to arrange a time to share the redacted responses with the bidder but the bidder has not responded to queries trying to set up a time to meet. This item will be dropped.

VIII. Development of Rating Matrix for Designer Services Selection

Don handed out copies of a Rating Matrix to be used for the Designer Services Selection that he has drafted. The Committee reviewed the matrix and agreed upon the weighting that it wanted to put onto each of the items to be rated. Once we have responses to the RFQ in hand, Don will update the matrix and will distribute it to the Committee to be used for rating the responses.

IX. Items not reasonably anticipated 48 hours prior to meeting

The Committee received a bill from Lamoureux-Pagano Associates for \$960 for four hours per week over a four week period for OPM services.

MOTION: A motion was made by Kevin Rudden, seconded by Chuck Noel, to approve the payment of the bill for \$960 from Lamoureux-Pagano Associates.

DISCUSSION: None.

VOTED: Unanimous.

Joe mentioned that we received a few items in the mailbox in Town Hall, including an update on the Mendon town census and a memo regarding the procedures for approving funding for expenses.

Susan mentioned that at the Selectmen's meeting the prior night the Board discussed the financing for the bond for the library project. It is scheduled to go out for sale on 10/21 with a term of 15 years, which will have a minimal impact on the tax payer. The Board of Selectmen reserves the right to cancel the sale if there are any interest rate concerns due to the potential that the Federal debt ceiling may not be raised. Susan also mentioned that the Taft Library Trustees are meeting

with community groups to gather inputs on the library design. Amy is meeting with school representatives, Andrew is meeting with other library directors, the Trustees are meeting with Milford Library trustees, and Susan is meeting with the Council on Aging.

Chuck suggested that the Committee members check out other libraries like the ones in Westwood and Canton, and Kevin suggested checking out the one in Wellesley.

Kevin informed the Committee that he and his siblings had fond memories of visiting libraries with their mother when they were young. Kevin's mother passed away recently, and Kevin and his siblings have decided to donate a \$10,000 challenge grant from their parents' estate to the library project in their parents' memory. The Taft Library Trustees can double any donations they receive up to \$10,000 toward the renovation project. Kevin will send a letter to the Taft Library Trustees regarding this donation soon.

Joe asked about a recent set of minutes that stated that the new library would need to have its water tested due to the change of use and its requirement to be used as a public water supply. Susan stated that the Finance Committee chair inferred that the testing needs to be funded from the Taft Library budget, but Kevin stated that the other public water supplies in the Town are tested by Tim Watson and the funding comes from the Water Commissioners' budget. Mary agreed to contact Tim Watson to find out what type of testing will be needed, what the expected cost will be and when it can be performed.

X. NEXT MEETING

The next meeting will be on October 24th to open the bids for Designer Services. The meeting is already posted.

XI. ADJOURNMENT

MOTION: A motion was made by Moritz Schmid, seconded by Kevin Rudden, to adjourn. No further discussion

VOTED: Unanimous. The meeting adjourned at 8:26 p.m.

Minutes by Don Morin