

Approved October 8, 2013

Taft Library Building Committee Meeting  
Mendon Town Hall  
Mendon, MA 01756  
Monday, September 19, 2013  
6:30 p.m.

Committee Members Present:

Amy Fahey, Paul Fitzgerald, Dan Labastie, Don Morin, Kevin Rudden, Jay Washburn;  
Susan Darnell arrived at 6:50pm

Others Present:

Mary Bulso, OPM, Lamoureux-Pagano Associates

I. Call to Order

The meeting was called to order by Paul Fitzgerald at 6:31 p.m.

II. Approval of Agenda

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

DISCUSSION: None.

VOTED: Unanimous.

III. Review/Update/Approve RFQ for Designer Services Selection

The group shared its comments on the RFQ received from Town Counsel. The updates included the addition of the library website as a location to obtain the RFQ, removal of the day/time when the bids would be opened, addition of a sub title for the Scope of Services section, spelling out OPM the first time it is used, replacing Designer with Successful Responder, addition of the not-to-exceed amount for designer services of \$125,600 in the RFQ and Attachment A, replacement of the word "owner" with "the Town", and various grammar and spelling updates. The Addendum to the model contract was also revised to add "as amended by the Town" after the first sentence and also adding "Modifications include but are not limited to the following:" at the end of the first paragraph. The word "Owner" was replaced with "Town" in multiple places in the addendum, which will be added to Attachment H.

MOTION: A motion was made by Kevin Rudden, seconded by Dan Labastie, to approve RFQ as amended with the changes identified.

DISCUSSION: Don will make the changes to the RFQ and will distribute it to the committee for review for accuracy. He asked that all members review the updated RFQ and to inform him if anything was missing or not captured. He will then have the RFQ posted to the library website for Wednesday September 25<sup>th</sup>.

VOTED: Unanimous.

IV. Items not reasonably anticipated 48 hours prior to meeting

Susan mentioned that she recently learned that the building will be subject to water testing due to its new use. Some members of the Committee were already aware of this, and this will need to be handled after an architect is on board.

V. NEXT MEETING

The next meeting will be on October 8<sup>th</sup> at 7:00pm in the upper Town Hall. The agenda will be to get an update on the site visit from Paul and to begin to review a rating matrix to be used for the Designer Services selection. Don agreed to work with Mary and Amy on putting together a rating matrix for the full committee to review. Another meeting will be posted for October 24<sup>th</sup> to open the bids for Designer Services. Don agreed to post both meetings.

VI. ADJOURNMENT

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

VOTED: Unanimous. The meeting adjourned at 7:00 p.m.

Minutes by Don Morin