

Fire and Ambulance Building Project
Meeting Minutes
Wednesday May 24th, 2023
3:00pm – 4:30pm Peterborough Library

Members Present: Seth MacLean – DPW Director, Bill Taylor – Select Board, Chief Ed Walker – Fire, Carl Mabbs-Zeno – Chairman of Budget Committee, Tim Herlihy – Code Enforcement, Tony Cassidy – Co-Chair of Community Power Committee, Carol Nelson – Co-Chair of Affordable Housing Committee.

Missing: Mandy Sliver – Town Treasurer, Sarah Steinberg Heller – Planning Board

Minutes Taken by: Gretchen Rae – DPW staff

RFQ/P Site visit: Tuesday May 23rd 10am went well with nine representing firms along with this committee. Seth, Ed, and Tim answered questions from attendees. Those who wanted to do a walk-through of the old motor pool building were invited to do so.

First impressions of those in attendance:

- There were familiar firms represented, a few new firms interested in the project and firms who were in the running for the last proposed project. The architects in attendance at the site visit were: Mitchell Associates, SMP, HKT, Northeast Collaborative, HL Turner Group, Catlin, Lavallee Brensinger, Warren Street & Dennis Mires.
- Harvey has worked with most of the design firms present at the site visit.
- All firms in attendance are highly skilled design professionals and capable of a successful project. Of the firms in attendance or expected to submit an RFQ/P, this committee's interest lies mostly with the firm's experience specific to fire stations and municipal public safety buildings.

General Discussion:

- Seth has been told that three of the firm's he sent an RFQ/P request to have declined submitting a proposal due to various reasons.
- It would serve this committee well to get feedback from Harvey ASAP once all RFQ/P submissions have been received.
- Carol asked if there is a plan to handle the need for storage of town equipment if reuse of the motor pool building will be part of the chosen design?
 - Many ideas are under consideration for increased cold storage space for town owned equipment.
- A question was raised about any environmental impact assessments done at the site. Seth offered to research and report back.

Discussion of RFQ/P evaluation/scoring format and grading scale: Sample handout provided from previous architect selection.

- One of the goals of the evaluation must include rating how well the design team will sell this project (and price) to Peterborough, not how well they will assist the Town in selling the project. The details of that sales pitch may be determined through the design team's public engagement strategy.

- Once the final evaluation form is completed, Seth will forward the same sheet to Harvey for their use.
- The committee is seeking guidance from Harvey for the proposals to set aside and those that rise to the top for consideration of an interview invitation, especially if more than just a few proposals are submitted by June 1th.
- The committee members will independently evaluate the submissions and be ready to discuss them at the next committee meeting on June 8th.
- Harvey (Rob & Keith) will be included in all stages of the evaluating and interviewing the design teams.

Discussion of Zencity's meeting and answers to follow-up questions:

- Tony shared online research results on the company and its reputation.
- Tim asked if either Harvey or the chosen architect would already have software that could be used to collect the same information from townspeople for this design process. Seth did not believe there was this same tool widely available to municipalities.
- General agreement of the product's value but questions continue so reference calls will be made.
- Mandy and Gretchen have two reference calls to other state municipalities scheduled for Wednesday May 31st.
 - Questions to include if these municipalities considered other products and how they compared to Zencity.
 - What has been Zencity's customer service level while helping to either develop or analysis data from the site created for your projects? To include staff time necessary to keep the site active, current, and useful.

Next Steps and Action Items:

- Seth will merge criteria from the CM evaluation matrix just used with the hand-out sample and email the edited doc to the committee for review and suggested edits. The committee should receive the draft by the end of the week.
- RFQ/P submissions are due by noon on Thursday June 1st, they will come in copy form and digital form. Seth will upload the digital files to a dropbox account that afternoon and notify the committee members of the ability to access the files. There will be paper copies if anyone prefers it. If you would prefer a paper copy, please ask Seth to hold one for you.
- **NEXT MEETING:** Thursday June 8th 3pm at the Peterborough Library

Meeting Adjourned