

**Fire and Ambulance Building Project**  
**Meeting Minutes**  
**Thursday June 8th, 2023**  
**1:00pm – 3:00pm 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, Mandy Sliver – Town Treasurer, Sarah Steinberg Heller – Planning Board  
**Visiting:** Keith Kelley CM – Harvey Construction  
**Minutes Taken by:** Gretchen Rae – DPW staff

May 24<sup>th</sup>, 2023 meeting minute's draft reviewed and edits agreed upon. Gretchen to modify and repost on the project info webpage.

**RFQ/P Submission review and scoring results:**

- 10 proposals received from: Mitchell Associates Architects, SMP Architecture, HKT Architects, Northeast Collaborative Architects, HL Turner Group Inc., Catlin Architecture, Lavallee Brensinger Architects, Warren Street Architects, Dennis Mires and The Galante Architecture Studio (TGA).
- Before sharing scoring results from each committee member there was a round-table reflection about the group of submissions. Some concerns were raised by those committee members interacting with the site visitors on May 23<sup>rd</sup>. Consensus was reached that no matter the interaction any member had with the visiting design firms, each proposal would be evaluated only on the information contained within the proposals for fair and equal assessments of all submissions.
- Ranked-choice voting was then used by the committee to determine the top half of the submissions for consideration and to be asked in for an interview.
- The top two firms were evident but there was a 3 way tie for the next 3. After much discussion, it was decided to interview all top 5 proposals even if it lengthened the time commitment by this committee. It was agreed that this is a critical component to getting a bond vote passed at Town Meeting so selecting the best firm for Peterborough is too important to limit the number of interviews just due to time.
- Selected firms for interviews, listed in no particular order: Lavallee Brensinger Architects, Warren Street Architects, SMP Architecture, Northeast Collaborative Architects, Mitchell Associates Architects

**Discussion of Interview format:**

- 40 minutes allowed for presentations (it was recommended that each team pitch 3 concept drawings so 40 minutes is suspected as the best time limit to cover all 3 concepts properly.); 20 minutes of Q & A with predetermined questions to be all asked by Seth. Follow-up questions by the committee members may be asked at the end. Each interview will be no longer than 1hr 15mins long.
- The core project team members must be present in the interview.
- Reference check calls will be made after all 5 interviews are completed.

**Next Steps and Action Items:** Seth will get the interviews scheduled by contacting the 5 selected firms in alphabetical order for choice in the days and times to confirm the interviews.

- **NEXT MEETING will be the 5 interviews for the Design Teams**
- Attached is the email sent to each interviewee to help prepare for the scheduled interviews.

**Meeting Adjourned**

## Gretchen Rae

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**From:** Seth MacLean  
**Sent:** Monday, June 12, 2023 3:52 PM  
**To:** Carl Mabbs-Zeno; Mandy Sliver; Mandy Sliver; Carol Nelson; Carol Nelson; Sarah Steinberg Heller; Bill Taylor; Tony Cassidy; Ed Walker; Tim Herlihy  
**Cc:** Gretchen Rae  
**Subject:** FW: Town of Peterborough - Information on Architectural Interviews  
**Attachments:** Apparatus Sizes.pdf

Good afternoon, all.

I'm forwarding a copy of the information email I just sent to the selected firms for interview. Please let me know if you feel that the prospective firms could benefit from any additional information to aid them with developing their presentations. In my view, the below message addresses the key points we've discussed through the process, most recently this past week. If I missed something pertinent, I can send an addendum to the firms.

Regards,  
Seth

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**From:** Seth MacLean  
**Sent:** Monday, June 12, 2023 3:34 PM  
**To:** Ed Walker <EWalker@PeterboroughNH.gov>  
**Subject:** Town of Peterborough - Information on Architectural Interviews

Good afternoon,

As discussed last week, the Town of Peterborough has short-listed your firm as a candidate for our fire/ambulance facility project for architectural services. We are excited to meet with your team in a couple weeks to learn more about your experience and ideas on how to advance our project.

Following this email, you will receive a calendar invite confirming the specific date and time of your interview discussed and agreed upon last week.

Interviews will be held at the Peterborough Town House. A multimedia screen and projector will be provided. Please bring a laptop to connect and a flash-drive in case you need one of the Town's laptops as a backup.

To aid in your upcoming meeting with our committee, we have developed the following format: 1:15 hour total length with a 40-minute presentation from your firm to the committee, followed by 20-35 minutes of Q&A from the committee to your firm.

If you plan on bringing printed materials for the committee, please plan on ten copies to ensure there is enough to go around.

For the presentation portion, we encourage you to share more information about your firm that you feel would be relevant to our selection process. What sets your firm and approach apart from others?

Our committee is specifically interested in hearing your thoughts on our proposed site, to include your specific ideas about how the site could be best utilized to meet our programming and financial goals, including potential reuse of the "Motor Pool" building located on the site. We encourage you to be creative in your approach, including review of our

fleet to best determine, if applicable, how the building's footprint could be reduced to meet our budgetary goals. Attached is the relevant section of the current programmatic study that may aid you in your review and presentation.

The committee is interested to learn more about your intentions as it relates to validating and/or revising our current programmatic study.

The committee is also interested to learn more about your firm's public engagement strategy and would encourage you to devote time resources to your experience in this important area.

The committee does not encourage you to bring your sub-consultants and is not making this a requirement, though would not discourage you from doing so should you feel it is in the best interest of your presentation. The committee is requiring that your assigned project leads employed directly by your firm be in attendance and is most interested in hearing directly from those folks, and not necessarily your principal architect unless that individual will be heavily involved in Peterborough's project.

The committee appreciates that all the firms that submitted are qualified to design a building that meets the needs of this community. However, what is of most interest through the interview process is which of the short-listed firms has a public engagement strategy and presentation style that will best resonate with the voters of Peterborough and would encourage you to present meaningful information that sets your firm apart from the next.

The committee is interested to learn more about your proposed fee structure, including your thoughts on construction administration where a construction manager will be employed should the program pass successful bond authorization next year.

Peterborough has committed to full renewable energy sources for electricity by 2030, and all other energy needs by 2050, though the committee recognizes the potential challenges with respect to the project's budget weighed against the incorporation of renewable energy considerations. We are interested to learn more from your firm on strategies to incorporate and/or design for eventual incorporation of renewable energy into the project.

Understanding that local demographics are changing, as is the fire service itself with the popularity of things like electric cars, the committee will be interested to learn more about how your firm accommodates the need for future growth and change through thoughtful architectural design.

As a reminder, there are many relevant and potentially useful documents posted on the following site that may help you in developing your presentation. Included are recent site surveys, the current programmatic study, and other relevant studies dating back as far as 2004:

<https://www.peterboroughprojects.info/fireandambulancebuilding>

Once again, congratulations on your selection for interview. We look forward to getting to know your firm in more detail very soon.

Kind regards,

Seth MacLean  
Director, DPW  
Town of Peterborough NH  
603-831-8814