

Owners Project Manager Steering Committee Meeting
Town of Williamsburg
Thursday, April 2, 2020 at 6:00 p.m.

Join Zoom Meeting
Charlene Nardi is inviting you to a scheduled Zoom meeting.

Topic: Williamsburg meeting
Time: Apr 2, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us04web.zoom.us/j/725023027>

Meeting ID: 725 023 027

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Present: Denise Wickland, Jean O'Neil, Paul Wetzels, Jason Connell, Brenda Lessard, Dan Bonham, W Kim Boas

Absent: Mitch Cichy, Jim Ayres

Other: Rob Todisco (P3), William Sayre (Select Board), Charlene Nardi (Town Administrator), Kevin Chrobak

Meeting Called to Order: 6:02 PM

Agenda Items:

Approval of Minutes

Minutes from February 20, 2020 - vote to approve; approved unanimously (change Jim to Jean) (BL, JC)

- RFQ – presentation of revised version / review
 - Not a contract but a solicitation with expectations and background
 - Note that building size range is 6500-9500 sq. ft.

- Logistics of process
- Noted 3 possible options
- Previous studies – linked
- Scope of project – schematic design, implementing space needs summary, schematic drawings including site/exterior, engineering analysis, cost estimate, presentation materials
- Fee to be negotiated – not to exceed \$100,000
- Eligibility to continue with next phases of project
- Minimum requirements (requirements and scoring provided by P3)
- Questions about dates for the next steps in the process
- How to do interviews?
- Comments
 - Is \$100,000 enough? Rob says yes but there is some contingency too. Dan agrees.
 - Can anything go in about energy efficiency? Rob – not necessary at this point, it would be the next phase. Other comments are that it should be in there from the standpoint of experience and have it as part of the rating/evaluation.
 - Comment about design leaving room for flexibility about site use – that would go to the next phase
 - Is there a way to have applicants visit the building? Use other means – photos, video tour. If done individually, risk of not sharing the same information; concerns about endangering someone
 - Concerns about moving forward and community impression v. potential federal grants for “shovel ready” projects
 - There are multiple firms currently interested in the project
 - RFQ will be posted in Gazette, register, Commbuys
 - **Rob will adjust the RFQ given the feedback from the meeting and it will be reviewed by members of the OPM Committee (Jean, Dan) to then be sent out** Motion made (KB,BL) and approved unanimously

Time-table for sending out RFQ on April 8, 2020

Other

Set Next Meeting date:

May 7, 2020 @ 6:00

Public Participation:

Meeting Adjourned: 7:00 PM (KB, BL)