

Owners Project Manager Steering Committee Meeting
Town of Williamsburg
Thursday, May 21, 2020 at 6:00 p.m.

Conducted by Zoom Meeting

Present: Jason Connell, Denise Wickland, Jean O'Neil, Paul Wetzell, Dan Bonham, W Kim Boas, Jim Ayers

Absent: Mitch Cichy, Brenda Lessard

Other: Rob Todisco (P3), Charlene Nardi (Town Administrator)

Meeting Called to Order: 6:21 PM –

The sub-committee (Dan Bonham, Kim Boas, Rob Todisco, Charlene Nardi) reviewed the 15 responses and presented a shortlist of five firms based on rankings. The sub-committee members shared their comments on the firm's proposals. The five firms are

- Caelo & Bienek
- Context Architecture
- Juster Pope Frazier
- Lavallee Brensigner
- Tecton

The full Committee chose to interview four firms: Caelo & Bienek, Context Architecture, Juster Pope Frazier and Tecton. Interviews will be held on June 4th. Firms will be asked for a 15 to 20-minute presentation. The presentation focus should be on their experience with renovations of old buildings and working with small towns, their strength in controlling costs, how they see Williamsburg (our uniqueness) and what is their method of outreach. We want a firm that understands what we are trying to accomplish, our challenges and have the ability to sell the project when we have determined how to move forward.

Rob will send the proposed questions to the Committee and set up the interviews with the four firms. The interviews are scheduled for 3-5 & 6-8 p.m.

Set Next Meeting date:

June 4, 2020 @ 3:00-5:00 & 6:00-8:00 p.m.

Meeting Adjourned: 7:02 PM (DW, KB)