

Vineyard Haven Public Library Building Design and Construction Committee
Meeting Minutes for Thursday, September 6th, 2018
Held at the Vineyard Haven Public Library

Committee Members Present: Paul Munafo (Chair); Amy Ryan (Ex-Officio); Ben Robinson; Johanna Kobran; Jim Norton

Committee Members Absent: Ian Aitchison; Andrew Flake (Vice-Chair); Hal Garneau (Secretary) ; Sandy Pratt (Ex-Officio)

Also Present: Marie Maciel and Kirk Metell from the Tisbury Facilities Department

PMunafo called the meeting to order at 1:05 p.m.

Motion to accept minutes of July 11, 2018 minutes passed unanimously.

ARyan announced that four design firms responded to the Request for Qualifications (RFQ) by the due date. One firm submitted additional materials (letters of reference) by email after the due date had passed. Copies of RFQ response packages were distributed to Committee members present.

Marie Maciel, Tisbury Contracts Specialist, requested the Committee to evaluate the responses to affirm that they met the submission requirements as soon as possible. It was determined in discussion that failure of one firm to include letters of reference did not necessarily require that firm to be eliminated from consideration, since letters of reference were "highly recommended" rather than required by the RFQ.

ARyan agreed to create a worksheet to be supplied to Committee members for them to complete and return by Monday, September 10th. Print and electronic copies of RFQ responses would be made available to all Committee members, and a print copy would be retained at the library. If any evaluators indicate any submission did not meet submission requirements Committee will meet next week to discuss.

After discussion of possible meeting dates it was decided that regardless of status of RFQ responses, a meeting next week would be needed to plan the next stage of the selection process. ARyan agreed to poll the group with proposed meeting times.

The meeting was adjourned at 1:45 p.m.

Respectfully submitted,
Amy Ryan

Approved 10/2/2018


