

**Vineyard Haven Library Building Design and Construction Committee
Virtual Meeting on Zoom 9am Tuesday August 1st 2023**

**Attending via Zoom teleconference: Andrew Flake, Paul Munafo, Sandy Pratt, Ben Robinson, Amy Ryan, Arch Smith
Also attending via Zoom: Elena Defoe and Jay Grande (Town procurement)
Absent: Jim Norton**

Meeting came to order at 9:03 AM.

Approval of minutes from last meeting deferred.

Discussion opened on the draft Request for Proposal (RFP) for Owner's Project Manager (OPM) for the library building project that had been shared with committee members prior to the meeting.

Jay Grande reported on a revision to the RFP he had just received from Town Counsel David Doneski. The revised draft was forwarded by email to committee members during the meeting.

Following brief discussion of uncertainty of project timeline, consensus was to edit page 3 of the RFQ for clarity to read "It is anticipated that construction will commence in calendar year 2024."

It was noted that although some construction might be scheduled during summer months, it would be best to schedule the project so that it did not impact two summer seasons.

Extensive discussion followed on the "not to exceed" amount for fees in the RFQ draft, currently set at \$300,000, a figure that is 10% of the estimated total project cost of \$3 million, also included in the RFQ. It was suggested that 5% was more usual, and that due to the extensive design work already completed, there was not a lot of "heavy lifting" for the OPM, however also low confidence that the \$3 million project cost was accurate, and that it was a tough market. Following discussion, it was decided that the RFQ "not to exceed" fees be adjusted to \$250,000.

Discussion turned to due date for RFQ responses. It was decided to adjust dates so that site inspection and due date for responses would be after Labor Day.

Jay's staff would amend RFQ as discussed in the meeting and advertise as soon as possible.

PMunafo moved to adjourn, seconded by ASmith. Meeting adjourned at 10:11 am.