

Vineyard Haven Library Building Design and Construction Committee

Hybrid Meeting 2pm Thursday October 5th 2023 at Vineyard Haven Public Library, 200 Main Street, Vineyard Haven, MA, and via Zoom.

Present (in-person): Andrew Flake, Ben Robinson, Amy Ryan, Arch Smith, Jay Grande (Town Administrator), Elena De Foe (Executive Assistant, Town of Tisbury)

Attending via Zoom teleconference: Sandy Pratt

Absent: Paul Munafo, Jim Norton

Meeting came to order at 2:05 PM with Andrew Flake presiding.

Town Administrator JGrande shared that 4 firms submitted proposals for Owner's Project Manager (OPM) services for the library addition and renovation, and that by preliminary review all had submitted thoughtful proposals. It appeared all firms met the minimum standards, other than DECA. DECA did not have personnel with Massachusetts Certified Public Purchasing Officer Program (MCPPO) Certification or experience in the construction and supervision of construction of public buildings. DECA proposal indicated they would get MCPPO certification if required.

Following discussion there was consensus that the Committee did not want to eliminate DECA as the only local firm, if the requirements could be satisfied or suspended. JGrande will talk to Town Attorney about requirements.

It was noted that two of the firms, ACG and CHA, attended the Site Inspection on September 14th 2023.

BRobinson noted that Colliers was a large firm and that the relationship of the project team was unclear.

JGrande stated interviews would be opportunity to learn more, and that Elena suggested mining into who are the personnel for the project. The project personnel would be required to attend the interviews.

Dates and format for interviews were discussed. Committee will invite all four firms (or excluding DECA depending on Town Attorney determination) on Thursday, October 19th, with Thursday October 26th as an alternate date. Firms should be given 20-30 minutes to present followed by questions, allowing 1.5 hours for each interview.

Committee members will give feedback on draft interview questions by email, and ARyan will compile a scoring sheet with final interview questions. ARyan will provide JGrande with a list of committee members who will participate in the interviews. JGrande and EDeFoe will also plan to attend interviews. A decision could be made by the committee on the day of interviews, then a subset of the committee would negotiate the contract.

Some discussion followed on cost estimates, that will need to be prepared by the OPM as soon as possible in order to come up with an amount for possible warrant for May 2023 Annual Town Meeting. ARyan noted the importance of containing the scope of the project. Some members expressed hope that improvements to the sloped area on Greenwood Avenue could be included, though that was not part of the prior cost estimate (other than removal of HVAC equipment).

Alternate funding was discussed, including Town Embarkation, Sewer Enterprise Fund (for service line to library), and Community Preservation Act funding. ARyan noted that the rehabilitation of the patio area has been deemed eligible for funding by the Community Preservation Committee, and a full application requesting \$150,000 is in process. ARyan noted that prior library applications for Embarkation Funds had been denied, but JGrande affirmed the library was within the eligible area.

ARyan asked about how the newly hired Town Facilities Manager Eric Blake should be included in the project. JGrande stated that it would make sense to involve him later on after the OPM was hired, and noted that the Facilities Department would be conducting an inspection of all buildings to assess need for any immediate capital funding, and to estimate a possible increase to department maintenance line items in order to take care of issues that don't require a procurement process.

AFlake moved to adjourn, seconded by BRobinson. Meeting adjourned at 3:10 PM.

Documents Reviewed:

Proposals from ACG, CHA, Colliers and DECA

Scoring sheet for Proposals

Draft interview questions