

Town of Swanzey, New Hampshire
Capital Improvements Program Committee
Meeting – November 4, 2013
Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH

Present were Dave Osgood, Jeff Goller, Charlie Sheaff, Deborah Davis, Steve Bittel and Bruce Bohannon. Francis Faulkner was unable to attend. Also present was Town Administrator Shane O’Keefe.

CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Chairperson Osgood.

MINUTES

- Regular meeting(s) of September 16, 2013 – Sheaff **moved** to accept the minutes of the September 16, 2013 meeting as presented, seconded by Bittel, and all were in favor, with Davis abstaining. **Motion passed.**

OTHER BUSINESS

Review submissions in response to Request for Proposals. In response to the Request for Proposals (RFP) for Municipal Facility Needs and Site Alternatives Analysis, which was issued on September 20, 2013, the Committee reviewed and discussed submissions received by November 1, 2013 from the following lead consultants:

1. Dennis Mires, P.A The Architects, Manchester, NH
2. SMP Architecture, Concord, NH
3. Daniel V. Scully Architects, Keene, NH
4. Duncan Douglas McCallum, Canterbury, NH
5. Warrenstreet Architects, Inc., Concord, NH
6. Port One Architects, Inc., Portsmouth, NH
7. Cowan Goudreau Architects, PLLC, Concord, NH
8. CMK Architects, Manchester, NH
9. Tenant/Wallace Architects, Manchester, NH

Each proposal was considered based on the following selection criteria, which are set forth under section II.G. of the RFP:

- Demonstrated relevant experience and past history in completing projects of comparable value and scope to the type contemplated by this RFP
- Reasonableness of fees and costs
- Expertise and technical approach of the Proposal, explaining the degree to which the Proposer’s interpretation of the work meets the needs and goals of the Town
- Quality of project team’s overall organizational strength
- References, reputation, and strength of current team financials
- Quality of the Proposal – adherence to Section III (**Requirements**, to include conciseness, clarity and readability.

Fire Chief Norm Skantze entered the meeting at 4:20 p.m.

Discuss consultant selection process. It was agreed by all Committee members that three of the consultant proposals deemed in the best interest of the Town would be chosen and the consultants then invited to make a presentation to the Committee in order assist in the selection process. After careful review and consideration it was agreed that the following consultants would be invited back:

- SMP Architecture, Concord, NH
- Daniel V. Scully Architects, Keene, NH
- Warrenstreet Architects, Inc., Concord, NH

It was agreed to schedule interviews with the selected consultants for Wednesday, November 20, 2013, at 2:00 p.m., 3:00 p.m. and 4:00 p.m., respectively. O'Keefe was asked to contact the selected consultants to schedule the appointments.

One question that several Committee members want answered by the selected consultants was whether it is possible to reduce fees if some work is consolidated.

O'Keefe was asked to begin to check the selected consultant's references and to write letters of thanks to those consultants not selected.

Options for other Town facilities. Osgood mentioned that Committee member Francis Faulkner had spoken to him and recommended that the Department of Public Works facility be incorporated into this facility analysis project. O'Keefe noted that the Committee had previously decided that the DPW facility should proceed on a separate track. There was discussion about the Keene Tree Service site, which the Selectboard decided on September 24, 2013 not to pursue at this time due to other competing Town priorities. There was general consensus to seek to add the DPW and Recycling facilities to the consultant analysis at this time.

Motion by Sheaff to request that the Board of Selectmen approve the addition of the Department of Public Works and Recycling Center facilities analysis as an addendum to the consultant report. Goller seconded the motion, and the ***motion passed*** unanimously.

Osgood asked that all Committee members read the DeBois & King analysis of the Town Hall.

Schedule next meeting

It was agreed that the next meeting would be held on Wednesday, November 20, 2013 at 1:30 p.m., at which time the Committee would conduct the interviews with the

selected consultants and possibly decide on a consultant to recommend to the Board of Selectmen for final selection.

ADJOURNMENT

Motion at 5:16 p.m. by Goller to adjourn the meeting, seconded by Sheaff. All were in favor. ***Motion passed.***

Submitted by,

Shane O'Keefe
Town Administrator

Approved on November 20, 2013.