Town of Millbury Public Safety Building Committee October 4, 2018

Meeting called to order at 17:35 by Chairman Desorcy 6 members present (Chief Desorcy, Chief Hamilton, P. Concemi, M. Mann, Asst. Chief Gasco, K. Woods)

Motion by P. Concemi seconded by K. Woods: To accept minutes of 9/25/18; Unanimous

• Chief Desorcy reviewed the Evaluation Criteria with the committee. Paul made changes to the document, that was agreed to at the last meeting. Some additional changes were discussed, among them: change "company" to "firm" in all places, change some of the bonus points language for consistency, added columns (basis, bonus and total), ask for details on section #3, clarify the "if project is delayed" (beyond their control), MGL reference changed as per Town Council's request, add under section #6 "under any name", section #7 add appropriate certifications, change from 10 architects to 5 architects, clarify section #8 is the average of all examples presented, section #10 language change on tie breakers (what percentage written proposal vs presentation), add a line to show live presentation can be worth up to 25 points. Committee decided on times for the written presentations: Up to 30 minutes presentation, 15 minutes Q & A, 5 minutes of deliberations. Some advice from the Town Manager: We will need to be sure to write comments for justifications of score given and also criteria used in the RFQ needs to be reasonable, justifiable and defendable. Paul will make a worksheet with a list of items to rate the presentations. Discussion of updated video tours, we will get in touch with Kevin Krassopolis and see if he is able to do those.

Motion: P. Concemi seconded B. Gasco To Adjourn: Unanimous

Adjourned at 18:40

Next meeting: October 11th 5:30 pm, at the Town Hall



Minutes accepted	
Chuf Donald P. Derry 10/11/2018	
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Mach.	
Rich P. Harl	