



Building Committee

Building Committee Meeting Minutes
Tuesday, April 28th @ 10:00 am
Police Station Meeting Room
Called to Order: 10:00 am

Membership:

P	E	U	Name	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tom Coen, Chair	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rick Murray, Vice Chair	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Don Murphy	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kevin Shea	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leif Hamnquist	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sheila McGuinness, Alt.	<input type="checkbox"/> Voting

(Note: P = Present E = Excused U = Unexcused)

These minutes are in brief format.

This meeting was filmed by Provincetown TV

Also Present:	
Erik Larsen, Deputy DPW Director	

Order of Business:
1. Interview the architectural firms that responded to the Request for Qualifications Designer Services for Provincetown Police Station -- Existing Conditions Code Assessment.
2. Evaluate the qualifications of the respondents; select the three finalists; rank them; and refer the Committee's recommendation to the Board of Selectmen. (Votes will be taken).
3. Other matters that may legally come before the Committee not known at the time of posting. (Votes may be taken).

1. Interview the architectural firms that responded to the Request for Qualifications Designer Services for Provincetown Police Station -- Existing Conditions Code Assessment.

The Committee conducted 4 telephone interviews with each of the respondents to the Town's RFQ, as follows:

10:00 am: Tecton Architects

10:30 am: Kaestle Boos

11:00 am: CDR Maguire

11:30 am: The Carell Group

The interviews focused on the architects' qualifications; experience with other municipal projects, including police stations; and their understanding of the project scope and deliverables.

2. Evaluate the qualifications of the respondents; select the three finalists; rank them; and refer the Committee's recommendation to the Board of Selectmen.

The interviews turned out to be critical to the Committee's final evaluations. Both Tecton Architects and the Carell Group had taken the time to view the video of the current police station conditions on the Town's website to gain a better understanding of our requirements. The Carell Group proposal also proposed that 50% of the company president's time would be devoted to the project.

Based on the Committee's evaluation of their qualification, the three finalists selected by the committee were, in rank order:

1. The Carell Group
2. Tecton Architects
3. CDR Maguire Inc.

Although the Committee has had a good working relationship with Kaestle Boos on the new police station project, the Committee did not include them in the list of finalists because it thinks that it would be better for the Town to have another set of eyes review the conditions at the current police station.

3. Other business

(None).

List of documents reviewed:

- 1. Four proposals for the Provincetown Police Station Existing Conditions Code Assessment submitted by The Carell Group Inc.; Tecton Architects; CDR Maguire; and Kaestle Boos.*
- 2. Architect Evaluation Forms*

Next Meeting:	TBD
Adjourn:	12:30 pm
Minutes by:	Tom Coen

Approved by  on September 22, 2015
Thomas Coen, Chair