

# City of Salem Designer Selection Committee

**Meeting Minutes**

**Wednesday, May 6, 2020**

A meeting of Salem’s Designer Selection Committee was held Wednesday, May 6, 2020 via Zoom.

**Voting Members Present:** Jenna Ide

Michael Lutrzykowski (delegated by Tom St. Pierre)

Elizabeth Peterson (delegated by Tom Daniel).

**Non-Voting participants:** Tricia O’Brien, Superintendent, Recreation & Community Service

Margaret Wood, Owner’s Project Manager, Anser Advisory

The meeting convened at 9:18 via Zoom.

Jenna reviewed the agenda and asked Margaret to summarize her initial review of the applications with respect to the minimum requirements. Margaret noted that 11 applications were received from the following firms:

* bh+a, Boston
* Cambridge Seven, Cambridge
* Charles Rose Architects, Somerville
* Derby Square & Nilsson+Siden Joint Venture, Salem
* designLAB, Boston
* LDA, Cambridge
* Northeast Collaborative, Middletown, CT
* OPAL, Belfast, ME
* OudensEllo, Boston
* Pirie Associates, New Haven
* Schwartz Silver, Boston
* Spencer Sullivan & Vogt, Boston
* Touloukian Touloukian, Boston

Margaret noted that two applications (OPAL and Pirie Associates) included incomplete and/or unsigned pages that are requirements. Mike made a motion to refer this question to the City’s Procurement Office (Tom Watkins) and the City Solicitor (Beth Rennard). The motion was seconded by Jenna and voted unanimously. Jenna asked Margaret to contact Tom and Beth for a recommendation.

Margaret then summarized the review criteria from the RFP, which were listed in order of importance to the selection:

* Relevant Interpretive Museum Project Experience
* Relevant Public Project Experience
* Understanding of the Scope of Work and demonstrated ability to undertake & complete work
* Capacity and resources to deliver a complete project on time and on budget

Per the RFQ, the Committee will, as part of their process, rank the qualifications of the applicants with complete proposals as Highly Advantageous, Advantageous, Not Advantageous, or Not Acceptable. Jenna noted that the goal of the next meeting would be to rank the applicants to arrive at a shortlist.

Mike asked if the Committee would be interviewing. Jenna responded yes.

Mike made a motion that the next meeting of the DSC occur on May 13th at 9am: Tricia seconded the motion and the Committee members vote unanimously.

Committee members noted their appreciation for the response to the RFQ and acknowledged the participation of the public in the meeting and the demonstrated interest.

Jenna made a motion to adjourn the meeting which was seconded by Mike and voted unanimously. The meeting was adjourned at 9:54am.