

Richmond Building Committee

Richmond Town Hall

1529 State Road, Richmond, MA

Friday, August 9, 2019 5:30 pm

Attendees: Pat Callahan, Mark Gross, Gloria Morse, Roger Manzolini, Stephanie Beling, Peter Cohen

Absent: Melissa Roller, Kathryn Wilson, Dick Stover, Kristin Smith, Brad Havill

Public: Nanci McConnell

Approval of minutes of July 11 meeting – approved

The group reviewed the receipt of the proposals for OPM. Two bids were received. The group discussed that both were good, reputable firms and we have references with no red flags for each of these firms. The Committee's task at this point is to evaluate the bids per the criteria described in the RFQ and to make a recommendation to the Selectmen of the firm we place first. The Selectmen and the Town Administrator are responsible for the negotiation of a contract.

Pat agreed to send the pages from the RFQ with the evaluation criteria to the committee and to create a grid with these criteria for ease of recording ratings. A rating scheme was discussed (note: subsequently it was realized that a rating system was described in the RFQ).

At the next meeting, the Committee will discuss their ratings and determine which firm to recommend

Next meeting: Tuesday August 20th at 5:30 pm at the Richmond Town Hall .

The next Selectmen meeting is scheduled for August 28. Roger will determine if a sooner date is possible.