

Old Library Accessibility Committee
Meeting Minutes
March 20 - 21, 2017

Members Present: Wendy Cote-Magan, Mark Mikitarian, Ken Swanton, Lucy Wallace
Guest: Ron Ostberg

The meeting was called to order at 5:05 PM.

Administrative: The minutes of the March 1, 2017, March 8, 2017, and March 15, 2017 meetings were approved as presented.

Discussion of Candidates:

The Committee members shared their assessment and evaluation of the suitability of the three firms interviewed on March 15th: CBI Consulting, Inc., Abacus Architects + Planners, and William Sloan Associates. After a lengthy discussion, the Committee agreed on the following order of preference:

1. Abacus Architects + Planners
2. William Sloan Associates
3. CBI Consulting, Inc.

The next step is for Marie Sobalvarro to negotiate the fee, which we presume the three firms understood to be capped at \$20,000, per the warrant article going before the Annual Town Meeting. Ron Ostberg suggested that we meet with Marie prior to her contacting Abacus and request a letter from the firm covering the following points:

1. The proposed work schedule, including the number of meetings with the client
2. The proposed scope of work, including both exterior and interior accessibility
3. Identify code issues that may be triggered by cost of accessibility improvements
4. Allowance for firm's meeting with our the Harvard Historical Commission and MAAB regarding possible variances
5. Provide preliminary cost estimates for all suggested alternatives to providing access to the front door (only entrance to be considered)
6. Identify the landscape architect
7. The \$20,000 appropriation is intended to cover all costs, including printing, travel, etc.

At 6:35 PM the meeting was continued to 9 AM on March 21, 2017 at the Town Hall in order to meet with Marie.

The meeting reconvened (Wendy Cote-Magan was not present) at 9 AM on March 21, 2017, but due to a conflict in Marie's schedule, continued to 2 PM at the Town Hall.

The meeting reconvened (Wendy was not present) at 2 PM at the Town Hall. We reviewed the items (#1-6 above) to be included in a letter which Marie will request of the architects when she contacts them to initiate fee negotiations. The letter will also include a request for them to state their fee. She will notify the #2 and #3 firms on our list that negotiations are on-going with another firm. Mark Mikitarian asked if we were compelled to negotiate with CBI Consulting if we could not reach agreement with Abacus or William Sloan Associates. Marie will review the procurement law to see if we are obligated to do so or if we can issue another RFQ.

Marie will share the requested letter response from Abacus with Mark Mikitarian. It is possible we will have an agreed upon fee by Annual Town Meeting. The funds being requested at ATM are FY17 (current) funds, so if approved work can begin in April.

The meeting was adjourned at 2:30 PM.