

Town Buildings Advisory Committee Minutes (DRAFT)
September 19, 2022
6:00 pm

In-person meeting at Town Municipal Offices, 8 Conway Street, South Deerfield

Attendees: Julie Chalfant (chair), Greg Franceschi, David Wolfram, Matt Russo

Deerfield Owner's Project Manager (OPM) Representative: Rob Todisco, P3

Meeting called to order at 6:10 pm by Julie Chalfant

Committee members, led by Rob Todisco, reviewed each of nine proposals for the 1888 Building Designer Services RFQ and graded them against the evaluation criteria in the RFQ. Three companies emerged as top ranked (listed in alphabetical order): Bargmann Hendrie + Archetype, Inc. (bh+a), Dietz & Co. Architects (Dietz), and Pfeufer Richardson Architects PC (PRA).

bh+a, Dietz and PRA, as the top ranked firms in the review process to date, will be invited for interviews to determine the final ranking of companies. Moved: Matt Russo, Seconded: Dave Wolfram, Vote: unanimous

P3 will provide a list of possible interview questions in advance to the committee. These questions will not be provided to the companies to be interviewed in advance of the interviews. The companies will be requested to make a 15-minute presentation, followed by 15-20 minutes of questions and answers. The companies will be asked to address 3-4 specific points during the presentation; these points will be provided to the companies by P3 in advance of the interviews.

Interviews are tentatively scheduled for Monday, September 26th, 2022, with the meeting beginning at 5:45 pm. Fallback date is Thursday, September 29th, 2022.

Meeting adjourned at 9:05 pm. Moved: Matt Russo, Seconded: Dave Wolfram, Vote: unanimous

Minutes Approved 10/18/2022.