



**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF NEW MARLBOROUGH  
807 Mill River Southfield Road, Mill River, MA 01244-0099  
Phone: 413-229-8116 Fax: 413-229-8253**

**Minutes  
Designer Selection Committee**

**Friday, February 21, 2020  
10:00 a.m.**

**Members Present:** Mari Enoch, Chair  
Dan Doern  
Robin Gerber  
Richard Long  
Scott Walker

**Members Absent:** Joyce Hackett

**Others Present:** Patricia Mullins, Berkshire Regional Planning Commission  
Gwen Cariddi, Berkshire Regional Planning Commission

The meeting was called to order at 10:05 a.m.

Review and Approve minutes of January 31, 2020

The minutes were held until the next meeting.

Review and Approve Evaluation of Qualifications ranking sheet

The draft/template evaluation of qualifications was discussed at some length and several edits were made. Richard will incorporate the changes into the next draft of the RFQ.

Review and Approve Request for Qualifications for Design for ABR at Town Hall

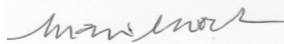
The committee discussed all other sections of the RFQ and the overall project. It was decided that the RFQ will ask for more than one option to bring ADA compliance to the Town Hall. These options will be presented to the Committee in schematic form. After review, the Committee will choose one schematic design and the architect will prepare bid ready construction documents and plans for that design.

The Committee also agreed that an accurate estimate of constructions costs was of great importance and a professional or third party estimator is needed. Other topics discussed included contract, interviews of proposers, construction observation, and possible variances to certain ADA requirements.

Richard will incorporate the feedback into another draft which will be distributed to the members early next week. The next meeting will be held Monday, March 2 at 9:30.

There being no further business, the meeting was adjourned at 12:05 pm.

Submitted by,

A handwritten signature in cursive script, appearing to read "Mari Enoch", written in dark ink on a light-colored background.

Mari Enoch