



**COMMONWEALTH OF MASSACHUSETTS
TOWN OF NEW MARLBOROUGH**
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**Minutes
Designer Selection Committee**

**Friday, January 31, 2020
2:00 p.m.**

Members Present: Mari Enoch
Robin Gerber
Joyce Hackett
Richard Long
Scott Walker

Members Absent: Dan Doern

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

The meeting was called to order at 2:00 p.m. The members introduced themselves.

Organize Committee: A motion was made, seconded to so voted to elect Mari Enoch to the Chair of the Committee as she is the Chief Procurement Officer for the Town.

Discuss and Act on Next Steps for Town Hall Architectural Barrier Removal (ABR):
Pat Mullins explained to the Committee that the Town has been awarded \$80,000 for design for architectural barrier removal for the Town Hall building. The project is funded by the Department of Housing and Community Development (Federal) as part of the 2019 Community Development Block Grant. The design funds are part of a larger grant with Sheffield and Otis for housing rehabilitation and ABR projects. Sheffield, as the lead town, will be handling the financials.

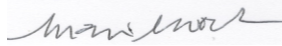
Review RFQ/Procurement for Designer: There are procurement procedures which must be followed for the Selection of the Designer which include the issuance of a Request for Qualification (RFQ) which must be advertisement in an area newspaper, as well as on the State's websites: The Central Register and COMMBUYS. In addition, the New Marlborough Board of Selectmen has adopted Procurement Procedures which apply to this project.

The responsibility of the Committee is to review and rank proposals and make a recommendation. If the Committee chooses to interview designers, it must interview all proposers. Pat recommends the RFQ include a mandatory walk through for proposers. There is a process for addendums to the RFQ.

Pat explained that the deadline for using the grant is 12/31/2020 but it is likely an extension for the multi-town grant will be asked for and granted. The Committee would like to issue the RFQ by the end of April. Committee members were asked to submit any suggestion for the criteria for the evaluation of the proposals to Mari by February 14th. The next meeting is scheduled for Friday, February 21st at 10:00.

Being no further business, the meeting was adjourned at 3:30.

Submitted by,

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

Mari Enoch