

## **IPSWICH PUBLIC SAFETY FACILITY COMMITTEE**

DECEMBER 11, 2018

TOWN HALL MEETING ROOM B2

### **OPEN SESSION**

#### **CALL TO ORDER**

Chair R. Weatherall called the meeting to order at 7 p.m. with the following members present: Fire Chief A. Theriault, K. Carlson, P. Polonsky, H. Schwartz, L. Alexson, T. Howe, R. McShera, Chief P. Nikas, R. Donahue, C. Surpitski, P. Dziadose, and J. Emerson.

#### **CITIZEN QUESTIONS**

Bruce Dillon of Dore & Whittier, as one who has submitted a bid, wished to sit in on the meeting and was given approval.

#### **DISCUSSION OF BIDS AND PROCESS**

Three companies: Dore & Whittier, HKT Architects, Inc., and Kaestle Boos, had submitted bids for the Public Safety Facility, the deadline being at 2 p.m. on this day. At an earlier time, the bidders did not avail themselves of the question/answer time. Copies of the bid material lay on the table for disbursement to the Committee, now called the Selection Committee as approved by the Town Manager.

Led by Rob, the group discussed the decision-making process: that is, selection criteria and the design guidelines. The Purchasing Agent, Frank Antonucci, will make a scoring sheet matrix and send it to members via email. These scores will be presented to the Town Manager in a first-, second-, and third-place manner. He will then negotiate with the highest scorer, and if that is not satisfactory, will go to the second highest scorer.

Five areas will be evaluated:

1. Prior similar experience
2. Past performance on public and private projects
3. Financial stability
4. Identity and qualifications of the consultants who will work with the applicants on the project
5. Any other criteria that the Selection Committee considers relevant to the project

The Selection Committee, each given the opportunity to study the documents of all three bidders by sharing and swapping materials, will have completed their scoring for a meeting and decision on December 20, 2018. The Police Chief feels that the firm selected could not possibly have completed the Feasibility Study by March, 2019, for the Annual Town Meeting and, therefore, the Fall Town Meeting of 2019 would be the timing to ask for the actual construction design/pricing.

APPROVAL OF MINUTES

Linda moved, seconded by Paul P., to approve Minutes of October 17, 2018.  
UNANIMOUS.

ADJOURNMENT

Rob moved, second by Harvey, to adjourn at 7:45 p.m. to meet again on 12/20/18.  
UNANIMOUS.