



City of Salem

Designer Selection Committee

Meeting Minutes

Thursday, July 11, 2019

A meeting of the Salem Designer Selection Committee was held on Thursday, July 11, 2019 at 8:30 am at 98 Washington Street, Salem, MA. **Present:** Jenna Ide, Michael Lutrzykowski (Delegated by Tom St. Pierre), Kathleen Winn (Delegated by Tom Daniel). Guests: David Knowlton and Tom Watkins.

The meeting began at 8:35 to discuss applicant submissions in response to the Feasibility Study For A New Public Services Facility Request for Qualifications (RFQ). The City of Salem had posted an RFQ for professional services for the above referenced project on February 28, 2019 and received four proposals on February 28, 2019 from the following firms:

- Tighe & Bond Engineers
- CSS Architects Inc
- Flow Design
- Weston & Sampson Engineers

Committee members reviewed the Minimum Criteria relative to the submittals. The Committee voted unanimously that, upon review, Flow Design did not meet necessary minimum criteria and was eliminated from further consideration. Members agreed to check references and review the remaining three submittals before the next meeting.

Members agreed to meet again on Thursday, July 18th, 2019 to discuss the evaluation criteria and the results of the reference checks and to rank the three submittals. The Committee voted to adjourn the meeting.