

**Tisbury School Building Committee  
Town of Tisbury  
51 Spring Street  
Vineyard Haven, MA 02568**

**Meeting Minutes  
November 21, 2019**  
Katharine Cornell Theater  
Tisbury Town Hall  
51 Spring Street  
Tisbury, MA

RECEIVED  
DEC 18 2019  
J. Hillary Conklin  
Tisbury Town Clerk

**TSBC Members Present:** Rachel Orr, Harold Chapdelaine, John Custer, Peter Gearhart, Rita Jeffers, Reade Milne, Alice Robinson, Jim Rogers, \*Mike Watts

\*Late arrivals or early departures.

**Daedalus Projects, Inc., Owner's Project Manager (OPM) representative:** Amanda Sawyer, Christina Oppen

**Others:** Paul Lazes, Jynell Kristal, Jeff Kristal, Jay Grande, Sean DeBettencourt, Anna Edey, Alexandra Kral,

The Tisbury School Building Committee (TSBC) was **called to order** at 1:04 PM

*(Recorder's note: discussions are summarized and re-grouped for clarity and brevity.)*

**Approval of minutes** of 11-6-19 and 11-13-19 meetings:

Moved to approve by John Custer, seconded by Harold Chapdelaine

**9 Ayes, 0 Nays, 0 Abstentions**

**Review of designer evaluation criteria and procurement requirements**

Rachel Orr Shared the evaluation criteria from the Request for Qualifications for Designer Services as well as the committee's previously agreed upon interview questions. Jay Grande, Chief Procurement Officer for the Town of Tisbury, and David Deneski, Town Counsel, reminded the members that each firm interviewed must be asked the same base questions.

**Scorecards**

No scorecards were recommended. However, members were encouraged to keep notes during the interviews and refer to them during deliberations after the interviews.

**Confirmation of next meeting date and discussion of upcoming agenda items**

**There will be a joint meeting of the TSBC, Tisbury School Committee and Tisbury Board of Selectmen on Friday, November 22, 2019, at 8:30 AM in the Katharine Cornell Theater** for the purpose of presenting the TSBC recommendation for the

project's designer. The TSC and Selectmen will take it under advisement and vote on the recommendation.

Members are asked to contact Chairman Orr with available dates for December meetings and for the first public forum. The next scheduled bi-weekly meeting is December 11, 2019. If a second meeting is needed in December, that will need to be decided soon. Ms Orr will check with Chief Schilling about the availability of the Emergency Services Facility meeting room for meetings in 2020.

### **Topics not reasonably anticipated by the chair within 48 hours of the meeting**

There was discussion about the amount of time involved in organizing the “moving parts” for each TSBC meeting. Members voiced their willingness to assist with specific tasks if they know about them in advance. Further discussion concerning how to streamline meetings to focus on specific tasks and minimize extraneous information.

### **Designer Services Interviews**

#### **1 :15 p.m. - 2:15 p.m.**

Turowski2 Architecture, Inc. (T2): Peter Turowski (Principal-in-Charge, T2), Libby Turowski (Project Manager Study, T2), Vamshi Gooje (Sustainability, Thornton Tommasetti), Wayne Mattson, (Mechanical systems, Griffith & Vary, Inc.), Evan Hammond (Landscape Architect, Haruichi Solien, Inc.)

Interview presentation, followed by Rachel Orr conducting question and answer session, using the committee's pre-selected questions.

#### **2:30 p.m. - 3:30 p.m.**

Arrowstreet: Laurence Spang (Principal-in-Charge, Arrowstreet), Daniel Snider (Project Architect, Arrowstreet), Dominick Puniello (Mechanical systems, Garcia, Galuska Desousa)

Interview presentation, followed by Rachel Orr conducting question and answer session, using the committee's pre-selected questions.

#### **3:45 p.m. - 4:45 p.m.**

Tappé Architects: Chris Blessen (Principal-in-Charge, Tappé Architects), Ceasar Dedios, Technical Principal, Tappé Architects), Matt Barnhart, Project manager, Tappé Architects), Wayne Mattson, (Mechanical systems, Griffith & Vary, Inc.)

Interview presentation, followed by Rachel Orr conducting question and answer session, using the committee's pre-selected questions.

### **BREAK-5:00 p.m. to 5:30 p.m.**

### **Report on status of reference checks**

Rita Jeffers was able to contact three references for Tappé Architects, all of whom gave very positive reports about their experiences with the firm and their team.

Christina Opper reported that Daedalus has worked with Turowski2 Architects and Arrowstreet on school building projects and have found both firms to have excellent teams and the experiences have been very positive.

**Discussion and deliberation, designer selection**

Committee members discussed relative merits of all three respondents: Turowski2 Architects, Arrowstreet and Tappé Architects.

**Vote, recommendation to the Board of Selectmen and Tisbury School Committee**

Each committee member recorded their preferences, weighting their first choice with 3 points, second choice with 2 points and third choice with 1 point.

**Motion:** to recommend Tappé Architects as the Designer/ Architect for the Tisbury School renovation and addition building project.

Moved by Reade Milne, seconded by Rita Jeffers

**8 Ayes, 0 Nay, 0 Abstentions (1 absence)**

After the motion was voted, member Chapdelaine stated “as we close this meeting it should be noted we have just one member of the public in attendance”.

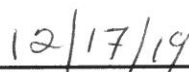
**Motion to Adjourn at 6:50 PM:** made and seconded, unanimous vote of those present.

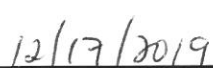
**Attachments:** Committee's interview questions, RFQ evaluation criteria

Minutes respectfully submitted by Alice Robinson.

  
\_\_\_\_\_  
Alice Robinson – Recording Secretary

  
\_\_\_\_\_  
Rachel Orr – TSBC Chair

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date

*Minutes approved as amended by TSBC 12/11/19*

Applicants must address each category of work listed above in their application whether it is to be performed by in-house staff or by sub-consultant(s).

The members of the team for each of the categories of work listed above must be identified including the firm's name, individual's name and professional registration or license number, as applicable, as well as whether the firm is SDO-certified as an MBE and/or WBE.

Failure to address each category may result in the elimination of the applicant from consideration on this project.

Applicants should not list any consultants other than those for the categories of work listed above.

The Owner will consider the following criteria in evaluating proposals:

- a. Prior similar experience best illustrating current qualifications for this specific project. Please include, at minimum, one (1) comparable example.
- b. Past performance of the firm with regard to public and private school projects across the Commonwealth and elsewhere, with respect to:
  - 1) Quality of project design, including creative use of space and inspired design.
  - 2) Experience renovating schools in Massachusetts.
  - 3) Quality, clarity, completeness and accuracy of plans, contract documents and Building Information Models.
  - 4) Ability to meet established program requirements on time and within allotted budget.
  - 5) Ability to meet schedules including submission of design and contract documents, processing of shop drawings, contractor requisitions and change orders.
  - 6) Coordination and management of consultants.
  - 7) Working relationship with contractors, subcontractors, local awarding authority and local officials.
- c. Current workload and ability to undertake the contract based on the number and scope of projects for which the firm is currently under contract.
- d. The identity and qualifications of the consultants who will work on the project.
- e. The financial stability of the firm.
- f. The qualifications of the personnel to be assigned to the project.
- g. Geographical proximity of the firm to the project site or willingness of the firm to make site visits and attend local meetings as required by the client.
- h. Additional criteria that the Owner considers relevant to the project.

I. The following questions were provided to applicants in advance. Responses are expected as part of the applicants' presentations.

1. Describe your approach to designing an accessible 21<sup>st</sup> century PreK-8 school campus in an older building including:
  - the integration of sustainable design elements
  - design of modern mechanical and electrical systems
  - designing for current security best practices
2. There is a strong interest in environmental issues on Martha's Vineyard. Cite some examples of specific measures you have used to improve energy efficiency and sustainability in previous projects that are applicable to the Tisbury School.
3. How will you create an integrated site design which improves access, play areas, security, site circulation and the overall aesthetics of the campus while also accounting for the school's placement in an established neighborhood?

II. The following questions will be asked during the interview:

1. What are the key challenges for the Town of Tisbury for this project?
2. The project does not have MSBA funding and therefore is not required to meet the MSBA requirements. What opportunities does this create that may save money and increase efficiency?
3. Does your proposed project manager have renovation experience? If so, cite specific examples.
4. How will you approach accommodating teaching/learning during construction?
5. Discuss your team's approach to completing each phase of this project in accordance with the proposed schedule. What are the tradeoffs for fast-tracking a project?

6. Are you prepared to give multiple options for this project? Will you please elaborate.
  
7. How have you successfully provided “value engineering” to help meet budget constraints while not sacrificing quality?
  
8. What excites you about this project?