

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

**Final Copy – Minutes  
Monday, July 1, 2019, 5 PM.  
Emergency Services Building, lower level conference room  
215 Spring Street, Tisbury, MA**

**Members in Attendance:** Rachel Orr, Reade Milne, Alice Robinson, John Custer, Michael Watts, Jim Rogers, Harold Chapdelaine, Rita Jeffers

**Members Absent:** Peter Gearhart

The meeting of the Tisbury School Building Committee (TSBC) was **called to order** at 5:13 PM. *(Recorder's note: discussions are summarized and re-grouped for clarity and brevity.)*

**Review of revised Request for Qualifications for an Owner's Project Manager:**

Deadline for Central Registry is Wednesday at 4 PM. This will influence the dates for Key Dates section.

Section V: Comparative Evaluation Criteria: 4g:

Discussion of this issue included recognition of email comments by Peter Gearhart, since he was unable to participate in the meeting. The Committee discussed filling in the amount with \$5,000,000 or another figure. Further discussion on the intent of the question.

**Motion by Reade Milne: to eliminate the cost portion of sentence.** Seconded by John Custer. **8 Ayes, 0 Nays, 0 Abstentions**

Section III: Scope of Services:

Jim Rogers reported that he spoke with David Doneski, Town Counsel, and that the language used in the first paragraph of this section is very intentional, to give wide latitude for negotiations for the actual contract. Therefore, no changes to this section.

Section II: Key Dates for this Request for Proposal:

Rachel Orr presented the committee with two scenarios for dates, as a starting point for the discussion. After due deliberation, with recognition of the language of the RFQ "a tentative schedule," the following schedule was devised:

July 17, 2019	Advertise in Central Register
July 17, 2019	Advertise in Commbuys
July 19, 2019	Advertise in Local Paper (Vineyard Gazette)
August 7, 2019	Voluntary Site Inspection
August 16, 2019	Last Day for questions
August 21, 2019	Due date for Responses
August 23, 2019	Respondents short-listed
September 4 & 5, 2019 (afternoons)	Interview short-listed Respondents
September 11, 2019	Negotiation begin with selected Respondent
September 23, 2019	Execute Contract

**Motion by John Custer: to change the dates to [those listed above.]** Seconded by Rita Jeffers.

**8 Ayes, 0 Nays, 0 Abstentions**

Dates that appear elsewhere in the document need to be revised.

Harold Chapdelaine made a **motion: to accept the document as amended.** Seconded by John Custer.

**8 Ayes, 0 Nays, 0 Abstentions**

Suggested that the School Committee and Board of Selectmen be approached to have a joint meeting on September 10 and that the TSBC make their recommendations at that time.

Jim Rogers will check to see if Marie Maciel or Jay Grande will verify the respondents' qualifications.

Rachel Orr will type up the changes and email them to Jay Grande and Marie Maciel.

**Adjourned** by motion, second and voted unanimously, at 6:05 PM.

**Next Meeting Time and Location:** Wednesday, July 10, 2019 at 5 PM. Location TBA

Minutes respectfully submitted by Alice Robinson

(signature on file)	July 12, 2019
_____	Date
Alice Robinson, Recording Secretary	

(signature on file)	July 12, 2019
_____	Date
Rachel Orr, TSBC Chair	

Minutes approved by TSBC 7/10/19