

Library Building OPM Hiring Subcommittee
10/15/22. 10AM
Meeting minutes

Meeting came to order at 10:03 AM

Subcommittee in attendance: Jeff Quackenbush, Stephen Dallmus, Dale Houle, Brad Foster, Mary Anne Antonellis

Also in attendance: Elaine Puleo (library building committee chair), Mike Vinskey public

The committee reviewed each firm for minimum requirements and then comparative criteria.

The minimum requirements were the following:

Minimum Requirements

1. registered with 5 years experience, unregistered 7 years
2. Designated project manager is MCPPO certified
- 2a. Professional Engineer or Architect with 5 years experience
3. Demonstrated knowledge of best environmental practices
4. Successful working relationships with clients
5. OPM candidate must have 3 public buildings in 7 years
6. Three references for similar project to this project

The comparative criteria were the following:

Comparative criteria

1. Prior Experience
2. Qualifications of Team/Key Staff
3. Work Plan/Technical Approach
4. Quality and Responsiveness
5. Interviews

The committee members ranked each firm for comparative criteria in a scale of 1 – 4 with 4 being the best. After each of the 3 firms were discussed, a total score for each firm was presented and a determination of whether to proceed with interviewing was made.

Marquis Architecture – Preliminary ranking- Does not meet the experience qualification nor showed MCPPO experience, does have professional experience, demonstrated knowledge about the site, no experience with projects similar to what we have. Does not have 3 OPM public buildings. Thus, does not meet criteria of preliminary ranking

43 points for comparative criteria (total across the 5 subcommittee members).

Not recommended for interview

Anser Advisory – note Jeff has working experience with this company

Preliminary ranking - yes on all except not a ton of library projects

61 points for comparative criteria (total across the 5 subcommittee members).

Recommended for interview

CMS met all preliminary requirements

72 points for comparative criteria (total across the 5 subcommittee members).

Recommend for interview

Mary Anne will send questions to committee for interviewing on Monday. Interviewing will start at 7PM.

Meeting adjourned at 10:54AM

Next scheduled meeting date: Oct 17, 2022 6:45 PM

Minutes respectfully submitted by Elaine Puleo