

**Design Subcommittee** of the Concord Middle  
School Building Committee

Minutes of the Friday, October 25, 2019 meeting at Ripley  
School

**AGENDA**

**Present** Court Booth (Chair), Dawn Guarriello, Laurie Hunter. Charlie Parker, Chris Popov, Matt Root. Hill International: Mike Carroll, Andy Vo, (Julie Leduc-first half of meeting)

Court Booth called the meeting to order at 7:36 AM and noted that the meeting was being recorded.

Minutes of the meetings of 9/12/19 and 10/10/19 were approved. Court reported that he had received one recent email from a community member about meeting scheduling, following up on a previous email with questions about electromagnetic radiation-free zones. He has responded with upcoming meeting dates and a recommendation that community participation in future visioning sessions be active.

The subcommittee reviewed the 14 proposals received, and ranked them in 1-2-3 categories, comparable to the most preferred/preferred/least preferred classifications. This was considered an informal process at this stage, such that members could at any time suggest re-consideration and re-classification.

Upon conclusion of this phase, 5 firms were identified. The subcommittee recessed for several minutes, and then discussed the possible merits of having 4 finalists on the “short list” to recommend to the Middle School Building Committee at its 10/28/19 meeting. It was suggested that another one or two firms could be added to the most preferred category, followed by another ranking exercise to yield 4 firms. The subcommittee chose, by informal consensus, to recommend the 5 in the original most-preferred tier. A motion was made to recommendation the 5 in the most-preferred tier, and it was passed by unanimous voice vote.

The subcommittee noted that the 5 firms will be identified by name at the meeting Monday. Hill International will commence with reference checks at that point, seeking

the same number of references for each firm. Interviews will be held on November 6, 2019, commencing at 9:00 AM. Firms will have 60 minutes, allowing for about 40 minutes of presentation and 20 minutes of question-answer-discussion, with latitude for how the firms utilize the time. It was noted that firms should avoid a simple review of their original proposals, and instead seek to further inform the interview panel about firm capacities and potentials that relate to the Concord project.

Subcommittee members agreed to provide Mike Carroll with information about their assessments of the proposals by 10:00 AM 10/26/19, in the form of a brief email outlining the most positive attributes gleaned from the finalist proposals, and recommend areas of interest to be considered in the interview presentations.

Public  
comment:

Karlen Reed asked for clarification of the ranking system, and more detail was provided.

Linda Nieman asked for more information about the assessment of proposal #2, regarding sustainability. Committee members shared their assessments.

Laurie Davis asked for more information about the assessment of proposal #5, regarding sustainability. Committee members shared their assessments.

There was no new  
business.

The meeting was adjourned at 10:45  
AM.

### **Subcommittee Members**

Court Booth (Chair), Dawn Guarriello, Laurie Hunter, Charlie Parker, Chris Popov, Matt Root.

cc: Hill International (OPM)

video at: [https://www.youtube.com/watch?v=y9XBHj-lwy8&list=PL1TTzrWEKOOkQSCY4ADcNvk7hoJ9\\_IrH8&index=3&t=0s](https://www.youtube.com/watch?v=y9XBHj-lwy8&list=PL1TTzrWEKOOkQSCY4ADcNvk7hoJ9_IrH8&index=3&t=0s)

Approved: 1.16.20