

**TOWN OF ENFIELD  
MUNICIPAL FACILITIES ADVISORY COMMITTEE  
DESIGN TEAM**

**MEETING MINUTES  
July 26, 2022**

**MFAC Design Team in Attendance:** Tracy Young Kim Quirk, and Tate Picard

**MFAC Design Team Absent:** Travis Boucher, Reed Bergwall

**Ex Officio Members in Attendance:** Ed Morris, Town Manager and Shirley Green, Library Trustee

**Town Staff in Attendance:** Police Chief Roy Holland and Fire Chief Phil Neily

**Mr. Morris called the meeting to order at 3:31 P.M.**

**Minutes:** The minutes of 7-12-2022 were approved by consensus

**Project Update:** Mr. Morris gave an update on the progress of the Shaker Hill Granite and Bob Lacroix property. Breadloaf is still completing figures to determine overall site preparation costs. Once the costs are supplied a final decision on which site to use can be solidified.

Mr. Morris also discussed the continued work with USDA for both financing and getting approvals to move forward finding a design/build contractor. Mr. Morris is hopeful that we will have a contractor for Whitney Hall by the end of the year, along with financing.

**RFQ Discussion:** The Town received five responses to the RFQ for the public safety building. The RFQ's were distributed to the MFAC Design Team for review and ranking. Mr. Morris collected the rankings from each member, and used the following scoring matrix to complete a combined ranking for discussion purposes:

Ranking	Score
1	5
2	4
3	3
4	2
5	1

Mr. Young expressed concern that TGAS may be too large of a company and too far away to provide personalized service and may have trouble getting local contractors to bid on the job. Mr. Picard stated that those were assumptions and that we should give them an opportunity to answer those questions, since they had such a good proposal.

Police Chief Holland stated that the TGAS and NCC response made him excited to see the possibilities. He stated that he figured we would have a nice functional building, but the designs shown in the two responses were buildings that made him envision Enfield having a building that we could be proud of and excited to show others, magazine type quality.

BreadLoaf also stood out as a qualified applicant. There was discussion about whether or not their deep involvement in the conceptual planning was a plus or minus. Some felt there may be resistance to changing the plan and look of the building. Overall, the MFAC felt they had a good response and deserved to be moved to the final RFP stage.

The MFAC Decided to move forward:

- BreadLoaf
- The Galante Architecture Studio (TGAS)
- Neagley & Chase Construction Co. (NCC)

There was discussion of the Town Manager writing the two firms that will not be invited to participate in the RFP Process to thank them for their time and interest in our project, and to encourage them to resubmit for the Whitney Hall project, since the companies were better suited for the renovation and expansion project of Whitney Hall.

**RFP Process and Review:** After deciding who to move forward the committee discussed the RFP provided to the MFAC Design Team for review. Ms. Quirk stated that we should make our goal of getting as close to net zero as possible while staying within budget known to the three firms by documenting that goal in the RFP. Mr. Young asked to add a question of whether or not the firms planned to have an onsite supervisor during construction. Ms. Quirk asked if we could ask about getting operating costs documented during design. Mr. Young discussed a two year warranty on workmanship instead of a one year.

The team then discussed the cost matrix. Mr. Morris advised that the team is looking at the contractor from a high level view when it comes to costs and not discussion building options. The Cost matrix is more for mobilization fees, profit, and other contractor specific fees. Ms. Quirk asked about interviewing the RFP respondents. Mr. Morris said he thought it would be best to interview the top candidate. The Committee will discuss this more at the next meeting.

The MFAC Design Team agreed that the Town Manager could work with Reed Bergwall to complete the RFP and get it released.

Meeting adjourned at 4:33