

**Preliminary Rink Design Committee (PRDC)
Final Meeting Minutes
Friday, January 21, 2022
Virtual Zoom Meeting
7:30 AM**

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: February 23, 2022
TIME: 8:21 AM

Preliminary Rink Design Committee (PRDC) Members Virtually Attending:

Mark Haley, William Shea, Stephen Sala, Tom Caputo, Dante Muzzioli, Meg Moriarty, Frank French

Others in Attendance: Town Clerk Cushman

I. Call to Order of the Preliminary Rink Design Committee (PRDC)

The Preliminary Rink Design Committee meeting (#3) was called to order at 7:41 a.m. by Chair Haley.

II. Discuss *Draft* of RFQ (Request for Qualifications) for the Engagement of a Design Services Firm (Architect) and Schedule to Advertise

Chair Haley noted that responses are due on the 9th of February and interviews will be on the 16 or 17 of February.

III. Discuss Evaluation Process for OPM (Owner's Project Management) Respondents and Interview Schedule

Chair Haley informed the Committee that 16 firms have requested RFQ documents. The OPM responses are due today at 10:00 AM. There are 10 criteria items (that are rated 0 – 5, with 5 being the top score) that will be used as evaluation with criteria that ties back to the RFQ. The Committee will meet on Monday morning to review the OPM applications.

He noted that each Committee member will evaluate an individual application (over the weekend) on a spreadsheet that Chair Haley created. He requested that the spreadsheet be returned to him by Sunday evening. This will narrow down the process for the interviews. The interviews will be on the 26 and 27 (of January).

IV. Update on Program Requirements and Meetings with School Committee/Dept.

Chair Haley then noted that he attended a recent School Committee (SC) meeting. The SC will give this Committee the latitude to decide if the Rink project is a renovation or if a new rink is built in a separate location west of Harris Field. A meeting will be held with Superintendent Phelan and the Athletic Director as well as some members of the PRDC (Mr. Muzzioli will be there and Ms. Moriarty will be there as a SC representative).

Mr. Caputo noted that coordination with the Building Committee will be important. He offered to be a liaison to the Building Committee, as he sits on that committee. Phase 2 is underway (Middle School) and the Building Committee is conscious of the budget overage and will be looking at areas where scope could be cut in order to achieve cost savings. The area west of Harris Field is an area that is being looked at for a potential reduction of scope. The budget is becoming an additional constraint.

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Mr. French added that there will be a cost associated with leveling the field space. Mr. Haley agreed and added that removal of the Field House also has a cost associated with it.

V. Approval of Meeting Minutes: December 16 and December 30, 2021

Chair Haley postponed this agenda item as the Minutes had not been sent to Committee members.

VI. Next Meeting

The next PRDC Meeting: Monday, January 24, 2022, 7:30 AM to discuss the OPM evaluation spreadsheet.

He then discussed the meetings for January 26 and 27th. He suggested a back-to-back meeting on Wed., Jan 26th: 7:30 AM.

The applications will be discussed on the 28th (or maybe the 27th?) And then a recommendation would be made to the Select Board.

VII. New Business

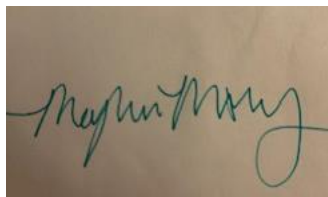
Chair Haley asked if there was New Business; there was none.

VIII. Adjournment

Preliminary Rink Design Committee (PRDC) Chair Haley ended the PRDC meeting at 7:59 a.m., following a motion made by Mr. French.

Respectfully submitted by:

Lisa Gibalerio



Approved: _____ 2/22/22 _____

Meg Moriarty, Secretary

Date

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