

***** OPEN TO THE PUBLIC *****
TOWN OF PERU
BUILDING ASSESSMENT AND NEEDS COMMITTEE
TOWN HALL MEETING ROOM (GYMNASIUM)
3 East Main Road, Peru, MA 01235

WEDNESDAY, December 11, 2024 @ 7:00 PM

MEETING AGENDA

1. Call to order
2. Roll Call
3. State recording status
4. Review and approve October 16, 2024 meeting minutes.
5. Review responses to Town Hall/Community Center/Library Feasibility Study RFQ received by noon December 10, 2024. Begin evaluation of applicants in accordance with Town of Peru's Designer Selection Procedures.
6. Public Input
7. Adjourn

The list of matters are those reasonably anticipated by the Committee which may be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Official posting location is Town of Peru Website: www.townofperuma.com

Posted 12/3/2024@ 2:35pm
Kim Leach, Town Clerk

TOWN HALL 3 EAST MAIN ROAD PERU, MA 01235

Building Assessment and Needs Committee

Wednesday, December 11, 2024 @ 7:00 p.m.

Town Hall Meeting Room (Gymnasium)

Bruce Cullett, Chairman
Justin Russell, Member
Jay Jewell, Member
Ruth Calaycay, Member
Doug Haskins, Member
Terry Walker, Town Administrator

Public Attendees: None

Item 1: Call to order: 7:03 P.M. Bruce Cullett called meeting to order

Item 2: Roll Call: Bruce Cullett present, Ruth Calaycay present, Jay Jewell present. Doug Haskins present, Justin Russell present.

Item 3: State Recording status: No one is recording

Item 4: Review and Approve October 16, 2024 meeting minutes: Bruce Cullett motions to approve meeting minutes, Jay Jewell seconds. Unanimous 3-0 with Justin Russell and Doug Haskins abstaining.

Item 5: Review responses to Town Hall/Community Center/Library Feasibility Study RFQ received by noon December 10, 2024. Begin evaluation of applicants in accordance with Town of Peru's Designer Selection Procedures:

TA Walker reports that three responses were received for the RFQ.

Bruce Cullett and Jay Jewell open the three responses and read the firms' names aloud. Clark Green Architectural Design, SSV Architects, and Austin Design Cooperative. Two of the firms also submitted a separate fee proposal Clark Green Architectural Design and Austin Design Consultants. Both fee proposals are in sealed envelopes and were given to TA Walker without opening them. Bruce Cullett noted that due to an oversight there were conflicting requirements in the RFQ related to fee proposals. He explained that a fee proposal was requested in Section IX of the RFQ, however, it was the intent of the Committee to delete this requirement. The Committee agreed that the fee for the work was intended to be negotiated as outlined in Section XII of the RFQ. For this reason, the Committee will not review the fee proposals submitted and that only the Qualifications packages submitted will be evaluated.

The electronic version of all submissions were given to TA Walker. Printed versions of all submissions were provided to Committee members for review.

The Building Committee agreed that the submissions should be reviewed independently by Committee members and the Committee would reconvene January 2, 2025 at 6:00 p.m. to rank the firms and provide a recommendation to the Selectboard in accordance with the Town of Peru's Designer Selection Procedures.

TA Walker asked if the Committee would be ranking all three firms and Chair Cullett indicated that the Designer Selection Procedures required the ranking of top three firms, and since only three firms submitted qualifications that all three would be ranked.



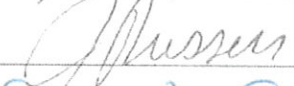
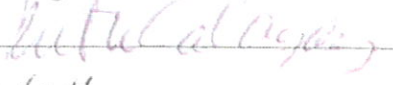

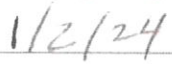
Item 6: Public Input: None

Item 7: Adjourn: Bruce Cullett motions to adjourn meeting at 7:28 p.m., Justin Russell second, 5-0

Articles used: Minutes for October 16, 2024

Town of Peru Request for Qualifications Town Hall/Community Center/Library Feasibility Study
Proposals from Clark Green and Bek Architecture Design, SSV Architects, and Austin Design Cooperative

Respectfully Submitted,
Bruce Cullett, Chairman

Bruce Cullett		Jay Jewell	
Justin Russell		Ruth Calaycay	
Doug Haskins		Date:	

Received May 5, 2025
Kim Leach, Town Clerk