

Library Building Committee Minutes  
April 21, 2015

**Present:** Amanda Grenier, Rena Klebart, Pam Regis, John Mcauliffe, Ted Avlas,  
Andrew Jolda, Ken Pizzetti

Jean Travis

5:00pm meeting called to order.

**Overview of April 14<sup>th</sup> Meeting Minutes:**

Andrew Jolda approves minutes pending change of "Pam Regis" to "Andrew Jolda."  
Ken Pizzetti seconds.  
All in favor.

**Request for Qualifications Discussion:**

Suggested changes we would like made to the RFQ are as follows:

- Intro: Add estimated cost/scope of project 9-12 million dollars.
- 4<sup>th</sup> paragraph, 1<sup>st</sup> page – add that the Library Building Committee Board reports to the Library Trustees who provide choice to the Town Administrator.
- Page 2, I, 1 – Add Subcontractor pre qualifications pursuant to M.G.L. c. 149 §§ 44DD½ and 44 D¾.
- Page 2, I, 1 – Add without approval of the LBC. Make #8.
- Page 3, II, 4 – Add knowledge of procurement laws.
- Page 3, II, 6 – Add knowledge of MBLC rules and regulations.
- Page 3, II, 8, a – Change "Library Board of Directors" to "The town of Webster."  
Add section on errors and omissions insurance.
- Page 3, III – Change "8" copies to "9".
- Page 4, III, c – Change "information" to "financial stability."
- Page 4, III, d – Add qualifications from key personnel on the proposed project team.
- Page 4, III – Add new bullet requesting any pending litigation from the last 3 years.
- Page 4, III – Add new bullet requesting required certifications.
- Page 5, IV – Delete entirety of Selection Process and Change to Comparative Evaluation Criteria taken from the RFQ of the RFS for Park Ave. Elementary.
- Page 5, V, 1, 2, 3 – Change "Library" to "Library Board of Trustees."
- Page 5, V, 4 – Change contact information from Jean Travis to Amanda Grenier.

**Other Suggestions Regarding RFQ:**

- Town Administrator's office will submit RFQ to Central Register. Amanda will submit RFQ to Worcester Telegram & Gazette.

