

RICHMOND TOWN CENTER & LIBRARY BUILDING COMMITTEE

May 12, 2022

Committee Member Attendance: J. Arneson, J. Forward, A. Wardwell, D. Healy, L. Parent, C. Werneke

Guests: M. Nye

Brainstorming for questions to ask the architects

Communication

- What process would you employ for engaging the community and stakeholders?
- What is your commitment of us during this project?
- How do you approach your management of decision making and project movement.

Relevant Experience

- What project have you done that looks most like our project?
- How would you approach the question for new vs. renovation?
- What challenges do they see for us and how do you propose to address them?

Process & Project Management

- How will you work around the occupants working in the building?
- What is your timeline?

Process for Architect Selection

The Committee will review the bids submitted and **rank their top three and share via email by 5/19.**

Interviews will be scheduled with the top 3 architects for June 10 starting at noon. Length of time for the interviews: 50 minutes leaving time for the architects to ask the Committee questions.

Christine will propose a scoring rubric based on the RFP, more specifically using the requirements outlined under Requested Expertise.

Participants in the interview process would be as follows:

- Josh Arneson, Town Manager & Committee Member
- Jeff Forward, Selectboard Member & Committee Member
- Dave Healy, Committee member and Subject Matter Expert
- Amy Wardwell, Committee member
- Linda Parent, History with and knowledge of the building, Committee Member
- Christine Werneke, Committee Member

Open House Planning

The Committee selected July 29 as a tentative date for the open house.

We would like to discuss this event with the architect selected to see what ideas or opportunities they would like to take advantage of (eg. Community input, community feedback on early proposals, etc.)

Business Survey Recap

The committee reviewed responses from the survey in which we got 6 responses. Amy highlighted what themes that emerged from the responses.

In general, responses were consistent with themes and feedback heard from previous stakeholder sessions.

Other Business

Jeff Forward provided an update on a possible grant to flood-proof buildings in a flood plain. It is early and we need to learn more.