

**Concord Middle School Building Committee  
Design Subcommittee  
Meeting Minutes  
October 10, 2019**

**PRESENT:** Court Booth, Mike Carroll (Hill Int'l), Dawn Guarriello, Charlie Parker, Chris Popov, Matt Root, Andy Vo (Hill Int'l), Ian Rhames (representing Jared Stanton and Laurie Hunter)

The meeting was called to order at 7:30 AM.

Court noted that Ian Rhames was making an audio recording of the meeting.

Court read the original charge for the Design Subcommittee. It did not require discussion.

There was no new communication or correspondence.

Review and approval of the Subcommittee minutes of September 12, 2019 was postponed until the next meeting.

The Committee members and Hill Intl representatives discussed the Designer RFP and the Evaluation Criteria Scorecard, selection process and timeline

Members will score the proposals independently, and meet to review and produce a group ranking, in order to select 4 or perhaps more for the "short list" to be interviewed.

Interview blocks will be 75 minutes in length, with 40 minutes for presentation, 15 for A &A, and 20 for transition time.

The following calendar was proposed, for Dawn to discuss with Tim Hult and Laurie Hunter. If this schedule is approved, it will be with the understanding that interview notification and scheduling is contingent on the 10/31 SBC review of the short list.

Oct. 18	Proposals due
Oct. 21	Distribution (and Hill confirms bidding compliance)
Oct. 25	7:30 Subcommittee produce short list Hill and subcommittee: reference checks commence
Oct. 28	Hill notify short list for interviews 11/8 contingent upon SBC review 10/31
Oct. 31	SBC reviews short list results
Nov. 8	Interviews 9 AM to-
Nov. 14	Results to SBC

**Public Comments:**

Sharon M. Jones noted that the scorecard has only one item that explicitly refers to sustainability. Subcommittee members expressed that they are aware of this, and are confident that attention to sustainability will factor into most of the questions and scorecard considerations.

Linda T. Nieman asked for information about the breadth and background of subcommittee members and their specific interests. Each subcommittee member responded, indicating that they would be trying to balance all of the interests that will inform a successful process and a successful outcome.

The meeting was adjourned at 9:18 AM.

Respectfully Submitted,

Court Booth  
Design Subcommittee

Approved: 10.25.19

Abbreviations:

CMS	Concord Middle School
EUI	Energy Use Intensity
LEED	Leadership in Energy and Environmental Design
MSBA	Massachusetts School Building Authority
RFS	Request for Services
SBC	Middle School Building Committee