

Belgrade Building Committee

PROGRESS REPORT # 2 SELECT PERSONS, TOWN OF BELGRADE August 19, 2008

Since the first Progress Report to the Select Board on June 3, 2008 substantial progress has been attained by the Municipal Building Committee in moving this initiative toward the major objective of having a conceptual design for public review by the middle to the end of October 2008. In addition to that objective, we also should be in a position to obtain all the permitting and licensing requirements for the Stuart property should the conceptual design of the Municipal Building Complex Master Plan be acceptable to all constituencies.

Studies have been completed for the following:

- Radon and water quality analysis
- Soils and subsurface sewage disposal and analysis
- Topographical and boundary survey description
- Legal description and property title search
- Storm water run-off and retention discussion which will be incorporated into final concept design proposals
- Environmental contamination assessment

At this juncture, the Municipal Building Committee has determined that the results of the above studies indicate that the Stuart property is adequate to locate the proposed Municipal Complex as currently envisioned. Given our understanding of all applicable permitting and licensing requirements of local and state rules and regulations, combined with our preliminary concept of the proposed building master plan of this proposed combined municipal complex, the Committee is prepared to involve the services of professionals to complete the conceptual design.

On June 3, 2008, the Board of Selectpersons authorized sending a Request for Proposal to architectural firms.

A Request for Proposal seeking architectural services to assist the town by providing a conceptual plan and design for a multi-purpose municipal complex which may, or may not, be built in multiple phases was sent to a select six architectural firms on June 23, 2008. The RFP was also published in local newspapers. The response date requested was July 15, 2008. Among many specific details contained in the RFP, the Conceptual Design Statement, Attachment A, was included.

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The RFP required that proposals be in writing indicating each firm's qualifications and experiences with projects of a similar nature. Their cost proposal was required to be in a separate sealed envelope which would be opened only after the committee selected what they felt was the best of the proposals.

We received a total of six responses, all firms being Maine companies and only one of which was on our original list. The remaining five companies responded as a result of the newspaper publications.

The committee approved the Evaluation Criteria by which each of the proposals would be evaluated. Each of the committee members as well as representatives of the Library, the Friends of the Belgrade Public Library, and the Historical Society was given copies of the proposals and the Evaluation Criteria Rating form which is Attachment B.

During our meeting on July 23, 2008, the results of each person's proposal evaluations was reviewed and recorded on a Composite Rating Score Sheet. Two firms, Reed and Company Architects from Portland and Douglas Richmond Architects of Brunswick received the best evaluation scores by a wide margin.

The Chairperson then opened all the sealed envelopes containing the cost of each of the proposals. The lowest cost submitted, \$15,920, was from the Douglas Richmond firm while the second lowest cost proposal, \$17,500, was from Reed and Company.

The Committee then voted to interview each of these two firms. The Committee held a Special Meeting on July 30, 2008 for this purpose. Each of the firms was given ninety minutes for their presentation, questions and general discussion.

At the conclusion of the presentations, a discussion was held with all present, including representatives of all the stake holder organizations except the Food Pantry which was not, and has not been represented at this or any previous meeting. A motion was made and seconded to engage the services of Reed and Company Architects for the amount of \$17,500. The motion was unanimously approved with no dissenting votes.

Dennis Keschl has notified Reed and Company of these results and they have begun their review of all the information already obtained for the project as well as the work of the Ad Hoc Building Committee and the studies conducted on the Stuart property.

Their timeline for completion of the schematic design, site plan, floor plans, exterior renderings, and estimated project costs is October 15, 2008. Should these be acceptable, they would then assist in the public approval process, including permitting, licensing, and voter presentation and information sessions.

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In fulfillment of the requirement of Article 27 of the 2008 Town Meeting, the Friends of the Belgrade Public Library signed a Letter of Intent agreeing to transfer their right to the Stuart property at a time to be determined by the Town of Belgrade.

The Municipal Building Committee members have been very active, involved and committed to excellence on this project. Attendance has been excellent. Cooperation and input from everyone has been with the best interest of the Town of Belgrade in mind.

Reed and Company, through its two principals, Dick Reed and Cynthia Lobenstein, will be meeting with all of the stake holders between now and the middle of September. Now is the time to shape the future occupancy needs for the Town of Belgrade. The level of communication and the identification of the shared vision will determine Belgrade's image well into the future.

Respectfully Submitted,
Gordon R. Pow, Chairperson
Belgrade Building Committee