

Southampton Building Reuse Committee Meeting No. 2

Committee Members Present:

Libby Baldwin	Angela Valinski
Bruce Coombs	Margaret Walden
Paula Maak	Tom Whiteley
Gary Swanson	

Others Present: Diana Schindler

FROM: Libby Baldwin

MEETING DATE: November 6, 2008

MINUTES ISSUED: November 18, 2008

On November 6, 2008, Southampton's Building Reuse Committee Meeting No. 2 opened at 7:20 pm. The following are discussion items from the meeting.

1. General

- a. Minutes from Meeting No. 1 were accepted.
- b. Diana emailed committee members copies of prior studies relating to the project. A binder was also prepared with hard copies of the studies for the Committee's use during meetings.

2. Owner's Project Manager

An Owner's Project Manager (OPM) is required for all projects valued greater than \$1.5 mil. Since this project is estimated to cost approximately \$2.2 mil, an OPM is required. The OPM is to provide project management services for the project from planning through construction, although some latitude in OPM responsibilities is permissible. The OPM cannot perform the design work for the project.

A discussion was held regarding the possibility of paying the OPM on an hourly rate basis vs. a lump sum contract. The Committee determined that this option is preferable since we have numerous members with design and construction experience and may be able to fulfill some tasks on our own. However, certain specific tasks are required to be performed by the OPM.

Diana developed a draft scope of services for the OPM Request for Qualifications (RFQ) using other RFQs for similar services as a guide. Libby will review and provide initial comments via email to all committee members on the draft RFQ.

Advertisement for the OPM services will be in December 2008. A pre-bid conference date will need to be established prior to advertising.

3. Miscellaneous

- a. Libby will scan in drawings from the Larrabee Reuse Study and will email PDFs of the drawings to committee members.
- b. The meeting dissolved at 8:45 pm
- c. The next meeting will on Thursday, 11/20/08 @ 7:15 pm.

4. Action Items

Item No.	Responsibility	Item
2-1	Libby Baldwin	Review & comment on draft RFQ for OPM services.
2-2	Libby Baldwin	Scan in drawings from Larrabee Reuse Study & email to committee members

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