



Fire Station Building Review Committee

Meeting Minutes
Wednesday, September 28, 2016
UNAPPROVED

Chairman Allan Brown opened the meeting at 6pm.

In attendance: Allan Brown, Kimberley Edelmann, Howard Kirchner, Peter Ladd, Janice Loz, Ed Raymond, Peter Wyman

Absent: David Hartman (Currently out of state)

Others present: Ed Mical

1. Previous Meeting Minutes

There were no meeting minutes to consider.

2. Evaluations of Proposals

Allan asked how the review of the proposals went for everyone. Committee members confirmed that they were able to get through each of the documents.

Allan said that there was a tremendous amount of information in the proposals. He said that he was unable to get his scoring system to work. He believed it really didn't apply to the situation, as far as he could see. Janice added that everyone probably looked for different things, coming from different perspectives. Allan said he tried to just take notes of what was being offered.

2.1 Bonin Architects

Allan got the ball rolling by talking about the Bonin Architects proposal which he scored as a 1. *(1 was agreed at the September 21 meeting to be a low score, with 3 as the best / highest score a proposal could earn.)* Others also gave it a 1 as although the proposal was pleasing and the work they had done looked good, they apparently had not yet designed a fire station. Ed Raymond said he knew the firm was primarily residential but was trying to branch out. Kimberley noted that the challenge for any firm is getting that first experience. Allan added that he didn't want architect training to be on Warner's dime. Peter Wyman said he might have rated them higher if the price was much lower since it would have been their first fire station project.

All agreed to rate the proposal as a 1. Peter Wyman placed the proposal to his left, starting the first of three piles of proposals.

2.2 Port One

Howard suggested that someone in the committee recommend another possible "low scorer" for discussing next. In response, Peter Wyman suggested Port One. Kimberley said she also had it as a 1. Janice said she liked Port One, but liked other proposals more. Ed Raymond noted that Port One had built Hopkinton which had a lot of unused space. Kimberley did not like the simple one page cover letter and standard brochure. Janice liked the mention of marketing brochures. Allan liked mention of presentations. Howard noted that many architects showed how much

buildings had cost to build, but Port One had not. Allan liked the look of the Hudson fire station they had designed. Allan didn't notice anything about landscaping.

Everyone agreed to put Port One in the pile to the left.

2.3 Wiemann Lamphere Architects

Howard recommended discussing Wiemann Lamphere next as they did not show any experience in New Hampshire, however based on everything, he had them ranked in the middle. Allan noted that he felt reimbursables needed to be considered and mileage could be one of those. Wiemann Lamphere is located in the far north of Vermont, making mileage a concern. Ed Raymond noted that they had some very nice designs. Allan felt they put together a very nice package. Peter Ladd rated Wiemann Lamphere as his favorite. He liked that they were a small firm adding that he believed they would give Warner their full attention. He noted that they seemed very sincere about energy efficiency and sustainable techniques and materials. He also liked their designs including their own offices, adding that he does not want an ugly building with rabbit hole cubicles. Allan noted that they had 12 people on staff, 5 of whom were LEED certified. Janice felt their designs were nice, but chunky and square.

Due to time limits and obvious disagreement, Kimberley recommended passing and moving on to another proposal. Peter Wyman set the proposal aside. Later, the committee returned their focus to Wiemann Lamphere.

2.4 Samyn D'Elia Architects

Janice recommended discussing Samyn D'Elia next, noting that it was one of two she really liked. Janice, Kimberley and Peter Wyman noted that it was clear the folks at the firm had taken time to read the FSBRC meeting minutes and respond with a very customized cover letter. Kimberley noted that the firm had designed many fire stations and that they had also designed the Hooksett rest stops on I-93 which she really likes. Janice believes the rest stops are aesthetically pleasing but have too much open space. Peter Ladd said he didn't like the placement of the cupolas at the end of the building at the Hooksett rest stop. Peter Wyman likes the buildings.

Allan noted the firm was willing to meet 3 or 4 times in work sessions and public forums. Kimberley noted they were listed as one of 4 on her "high" list. Allan said he also has 4 on his top list. Kimberley like the detail provided in the time lines and 7 phases of the project.

Ed Raymond noted that he knows the Chief of the Epping Fire Department and could probably arrange a visit. SDA built their fire station.

Janice also noted that SDA would be willing to do public education regarding the fire station prior to getting started.

Peter Ladd noted they are involved with Jordon Institute which is a group of people who promote sustainability and alternative energies.

Allan asked the committee to vote. All agreed to keep it. Peter Wyman started a pile of potential interview candidates to the right.

2.5 gbA - Gossens Bachman Architects

Kimberley started the discussion on gbA stating that they were in the middle of her rankings. She liked the customized cover letter. She was not excited about the idea of bringing in outside firm Pacheco Ross Architects from New York as fire station specialists. Also, the hourly rates for that firm were much higher than the rates for gbA. Peter Ladd liked them as they seemed to be interested in alternative energy and sustainable design. Peter and Kimberley both noted they did some nice work. Janice felt they did blocky chunky brick and mortar buildings. Kimberley suggested that may have been what the clients requested, adding that she thought the King Arthur building they designed in Norwich VT is gorgeous.

Kimberley noted that the NY firm said they were licensed in 9 states. She counted 9 states referenced in the proposal, but none of them were New Hampshire. Howard believes there are a lot of good architects in New

Hampshire and using an out-of-state firm was not ideal.

Peter Wyman noted the Federal rate for mileage is 54 cents per mile.

Allan asked the committee to vote. Everyone agreed to find a more local architect. Peter placed the proposal on the pile to the left.

2.6 Corzilius Matuszewski Krause Architects

Howard asked how many we wanted to finish with for the short list. Allan said 3 would be ideal.

Allan recommended discussing CMK next. He said he liked the proposal very much. Peter Wyman gave them his highest ranking. Kimberley also ranked them high. Howard also gave rated them as a 3 (high).

The firm is based in Manchester. Allan liked that they talked about helping to select a Construction Manager. Peter Wyman liked the variety of designs they showed and believes they listened to their clients. Allan noted they listed several fire and police buildings. Peter Ladd did not like the aesthetics of the photos he saw. Janice was concerned that there was mention of training someone from the public to speak on behalf of selling the fire station, wondering how long the firm would stay engaged. Ed Raymond agreed that education was needed as some people think the fire station is just a garage. Kimberley found it interesting that both CMK and Port One had done buildings for Dover and wondered why the city used two different firms and which they preferred.

Allan liked that they said, "The best solution is worthless if you can't get the bond approved." He felt the proposal was frank in providing success rates in obtaining bonds. Howard was impressed by their public relations experience.

Ed Raymond noted that he had been in the Dover FD building which CMK designed and thought it was very nice.

Allan liked their philosophy on energy conservation, stating that they designed a building with LEED features that the budget would allow.

Allan asked the committee to vote on CMK. All but Janice voted to keep them, only as she had 3 others which she rated higher. Peter moved the proposal to the interview pile on the right.

2.7 Cowan Goudreau Architects

The committee agreed to continue with CGA of Concord, leaving SMP and Warrenstreet for last. Allan liked CGA and had them in his top 5. Janice liked that the buildings shown in the proposal had various roof lines and were not so blocky. She also noted they offered good ideas about how to market and sell the project. They also seemed willing to help with marketing material.

Howard read the CGA proposal first, was very impressed with it and used it as the standard by which to compare all the other proposals. Janice liked that CGA talked referred to the neighborhood. Kimberley liked that the proposal showed the final costs of the buildings built. Allan added that they included the square footage and year built. Peter Wyman liked the Milford Ambulance building.

Ed Raymond noted that they built Hopkinton garage. Peter Ladd noted that some of the buildings in the proposal are low budget buildings. He expressed concern about how a cookie cutter building would look in 40 years time. Peter Wyman recalled when Capes were popular and everyone wanted one. Howard said the committee should not critique a design that may have been requested by a client. Peter Ladd was looking to find someone who was sensitive to designing what Warner wants, for cues of something more appropriate to the community. Janice said she was looking for an architect that designs buildings that would fit into a neighborhood, using alternative roof lines; are they doing chunky block designs on everything or do they have flexibility in design? Referring to roof lines and snow and plowing, Peter Ladd said he wants an architect that grew up in New England.

Allan noted that CGA worked along side Eckman Construction. Peter Wyman said they are big.

CGA built the Sutton Public Works building.

Votes were all in favor of keeping. The proposal was added to the pile on the right.

2.8 Warrenstreet Architects

Janice noted that she did not get a chance to read the WA proposal.

Allan said he put a lot of thought into due to the amount of money Warner has already spent with them. He noted that WA would meet with the committee 4 times, but that they wanted to meet in Concord. Ed Raymond said he was sure they are very accommodating and would likely be willing to meet to Warner instead. He added that he felt they may be given a bad rap due to the first fire station design. He did not know how WA was picked for that earlier work.

Allan said reading the proposal it sounded like WA could save the town a lot of money by using some of the earlier design. Howard said it looked like almost the same building, minus the top floor. Peter Wyman said it actually was different, revamping the office area. Peter Wyman likes the quoted price but is concerned about selling WA to the public.

Janice asked how the firm was to work with the first time around. Kimberley said there was a long meeting where a wish list was put together. They were good listeners and took notes. She was not involved after that. Peter Ladd was engaged later and asked the firm about energy. They said the town had not asked for anything specific. Ed Raymond said that the Selectmen told WA that the building needed to be built at a low cost. Warrenstreet built the Webster building, meeting the town's financial limits. Long discussion concluded that architects build according to what towns request.

Howard was not impressed by the presentation made by Warrenstreet at Town Meeting.

Kimberley said she was torn. She felt that the committee should neither punish nor reward WA for the work they had done in the past. She said she did not want to go to Town Meeting and answer questions about why, after spending over \$100,000 with them in the past, WA was not in the final group to interview. She said the question will undoubtedly be asked by the budget committee, as well. She feels they must be interviewed even though she ranked them as in the middle of the pile.

Discussion about how WA was engaged in the first instance, but no one knew the facts. **Warrenstreet Architects**

WA's quote for work was very low. However, that was based on utilizing the previous design. The question of what would the cost be if the town requested a lot of changes came up. Janice noted that in her experience doing graphic design, once a design is done, restarting from scratch is not desirable. Kimberley noted that the process is very different this time with a committee being actively involved. In the previous design, the wish list was provided and WA went off and designed the building. There were no interactions after the wish list that she knew of. This time, the committee would stay engaged. Ed Raymond noted there was also a hurry to get the design done in order to apply for a big grant. Allan said he didn't feel you should blame someone for doing what you asked them to do. Kimberley wants to know what happens if the committee sits down with WA and says a completely new design is wanted. Would they want to provide a new quote? Peter Wyman reiterated that the design in the proposal is actually different from the first design.

Peter Ladd said WA recommended building quickly before the energy codes changed again, feeling that was kind of a backward attitude.

Allan asked for votes. Howard, no. Peter Ladd, no. Ed Raymond, yes to hear what they have to say. Peter Wyman wanted to keep them in the middle. Kimberley rated them as in the middle, but would want to know if they would revise their quote if the committee wanted major changes. Allan, yes. He needs to have a clean conscience at town meeting. Kimberley reiterated that the budget committee would be up in arms if WA was not interviewed. Howard wanted to change his vote.

Allan asked for votes again. Yes or no only. Howard, yes. Peter Ladd, no. Janice, no. Ed Raymond, yes. Peter

Wyman, no. Kimberley, yes. Allan, yes.

2.9 SMP Architects

Peter Ladd noted that Sheerr McCrystal Palson Architects is based in Concord. Janice like the Hopkinton Library and felt it fit into the town nicely. Peter Wyman ranked them high, 2nd favorite. Howard said they were not his favorite, but were rated high.

Allan noted that SMP would help select a Construction Manager. Janice liked the roof lines on some of the buildings they designed. Kimberley did not like that they specifically referred to Anthony in the proposal. Allan and Peter Wyman agreed. Janice felt it was fair. Howard said everyone knows, so why not say it? Otherwise, everyone agreed the proposal was good.

Allan noted that they referred to the energy committee. Peter Wyman liked that because Anthony lives in town, he has skin in the game. Ed Raymond noted that Anthony has been very helpful. Howard added that if anyone knows what the committee wants, it would be Anthony. Janice said many people wonder why Warner does not hire more people from Warner.

Kimberley likes the impressive list of buildings designed. She also said she absolutely loves the renovations done by SMP to the Meredith FD. However, she also realizes that Anthony knew it was a beautiful building and took the committee there to see it.

The proposal showed a design of the fire station on the lot. It included a sidewalk on Split Rock and Main Street. Peter Ladd likes the imagination shown in the design.

Howard noted that the list of consultants used did not have the detail of other proposals. Allan said that one of the firms, North Point, is a firm that Warner has used many times. Allan has a very good working relationship with them.

Everyone agreed to keep SMP Architects.

2.10 Wiemann Lamphere Architects

Discussion returned to WLA. Allan noted it looks like an impressive firm, but they were located so far away. Peter Ladd said he nominated them and really liked their progressive attitudes about sustainability. Kimberley loved the fact that they showed the Waterbury Fire Station flooded, which seemed very brave, and that their proposals talked about how they designed the building to cope with local flooding and designed into the building quick recovery from floods. Peter Ladd felt they would give Warner very personalized attention.

Allan felt they were very qualified but that there were other architectural firms equally qualified but closer.

Voting soon followed. Everyone agreed to drop them, but really liked their presentation. The committee agreed to go with someone more local.

3. The Top 5 - Who To Interview?

At this point in the meeting, 5 responses to Warner's RFP/Q were in the "keep" pile:

- ◆ Samyn D'Elia Architects
- ◆ Corzilius Matuszewski Krause Architects
- ◆ Cowan Goudreau Architects
- ◆ Warrenstreet Architects
- ◆ SMP Architects

Allan led the committee in effort to reduce the list to 4. It was quickly agreed Warrenstreet would have to stay for "political reasons".

3.1 Samyn D'Elia Architects

Discussion moved to Samyn D'Elia. Janice liked them. Peter Ladd wondered if they were have time for Warner since they have a small firm. Peter Wyman noted that Peter Ladd had previously said small firms were good. Kimberley noted that Samyn D'Elia was the firm that referenced the committee's meeting minutes, especially compared to standardized brochures and brief cover letters. Allan liked that they talked about aesthetics, energy efficiencies, and future growth and expansion. He added that they had done fire buildings and several municipal buildings. They have 10 staff.

Allan requested a vote. A tough call, according to Howard. The price was higher than some others. He voted no. Everyone else voted yes to keep.

3.2 Corzilius Matuszewski Krause Architects

Janice brought up CMK next. She felt they would be active to a point, but then, as described in the "Project Approach" would train a towns person to sell the project. Peter Wyman noted that aspects of the presentation, such as tax impact, should be covered by others, such as the budget committee. Ed Raymond noted that by town meeting, people will need to see the common sense of moving forward with the project; that the committee shouldn't have to plant people in the audience to help sell it. Allan agreed, saying the project needs to sell itself. In addition, it will require 2/3rds majority to pass. Janice and Kimberley wondered how long CMK would want to stay engaged.

Allan requested a vote. All voted no.

3.3 How Many To Interview?

At this point, there were two firm on the interview list: Warrenstreet Architects and Samyn D'Elia. There were only two firms left to consider. By default Cowan Goudreau Architects and SMP Architects would be included. However, the committee felt a vote was in order.

3.3 Cowan Goudreau Architects

Allan requested a vote. Howard said he liked them, yes. Peter Ladd, a hesitant yes. Janice, no. Peter Wyman, Ed, Kimberley and Allan, yes.

3.4 SMP Architects

Allan requested a vote. All voted yes.

4. Next Steps

For the record, four finalists were selected from the nine proposals / responses received:

- ◆ Samyn D'Elia Architects
- ◆ Cowan Goudreau Architects
- ◆ Warrenstreet Architects
- ◆ SMP Architects

Allan said the Town will make contact with each firm to let them know. He then brought up the subject of scheduling the interviews to be held by the committee. Selectmen would be welcome to participate. The committee, after interviewing the final four firms would then make a recommendation to the Board of Selectmen. Allan believes the Board would accept the committee's recommendation as long as the reasons are sound.

The energy committee questions will be sent to the finalists so that they can properly prepare to address those questions.

Allan said he would work towards getting dates and times for the interviews. Meanwhile, he said the committee needed to meet before then to agree on questions to ask. The first interviews were tentatively planned to be on October 5.

5. Next Meeting

The committee agreed to meet again for a working session on Friday September 30 starting at 2 pm to come up with interview questions. Kimberley suggested a decision analysis matrix may also be useful for comparing firms after the fact. Allan asked everyone to start thinking about interview questions. Ed Raymond asked Allan to see if the other selectmen have any questions they would like to ask. Allan said he hopes the other selectmen will be at the interviews. Peter Wyman said he would like to see the Town Administrator there too, if possible.

6. Adjournment

A motion was made and seconded to adjourn the meeting at 7:38 pm.

Respectfully submitted,
Kimberley Brown Edelmann
Recording Secretary