

**Town of Lincoln
Campus Master Plan Committee (CMPC)
Lincoln, Massachusetts**

Designer Services Selection Sub-Committee

**Minutes for Meeting of:
Tuesday July 7, 2015
4:00pm
Hartwell Multipurpose Room**

Present: V. Cannistraro, C. Kasper, B. Creel, K. Bassett (via phone conference)

The meeting was opened at 4:00pm by Carole Kasper and all participants were welcomed.

The 4 submitted SOQ's were discussed (listed in alphabetical order): Abacus Architects + Planners, Dore & Whittier Architects, Johnson Roberts Associates Architects, Lerner Ladds, Bartels (LLB) Architects.

The Scoring Matrix was completed collectively during the group discussion (see attached), and it was determined that the following 3 firms (listed alphabetically) would be invited to submit proposal materials (due Tuesday July 14, 2015) and be interviewed by the full CMPC as finalists (on Thursday July 16, 2015): Abacus Architects + Planners, Dore & Whittier Architects, Lerner Ladds, Bartels (LLB) Architects.

Addendum #2 to the "RFQ for Designer Services for a Campus Master Plan Study" was finalized in readiness for its distribution to bidder finalists on Wednesday July 8, 2015.

A communiqué intended for distribution to the full CMPC in preparation for the upcoming July 16th 5:00pm meeting was collectively discussed and outlined. This communiqué to the full committee will include the following information: bidder finalists, bidder finalist interview format, review of RFQ materials by CMPC members, CMPC member contributions of follow-up questions, and the next CMPC meeting (Kick-off meeting with chosen consultant) subsequent to the July 16, 2015 meeting.

The sub-committee meeting was adjourned at 7:00pm.

Respectfully Submitted,
Carole Kasper (Chair, CMPC)