

## **Public Works Department**

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### ***Memorandum***

*To:* Gayle Corrigan, Town Manager  
*From:* Joseph Duarte, P.E., Director of Public Works  
*Cc:* Peter Bamberry, Special Projects Coordinator  
Fred Gomes, Special Projects Coordinator  
Wayne Pimental, Building Official  
Ernie Marinaro, Building Inspector  
Jim Fogell, Highway Superintendent  
*Date:* December 11, 2017  
*Subject:* Highway Garage Space Needs Analysis Proposal Selection

Please be advised that on November 29, 2017, two proposals were received from architectural firms to provide facilities needs analysis for the Highway Department. The proposals were received from: RBG Architects, Providence, RI, and HKT Architects, Inc., Somerville, MA.

The proposals were reviewed by a selection committee comprised of staff from the Department of Public Works. The committee reviewed and qualified the architectural firm that had the most relevant experience pertaining to Department of Public Works, Highway Garage designs. Relevant experience was considered for both the firm as well as the staff that would be utilized for the project.

Upon reviewing the proposals, the committee considered HKT to have the most relevant qualifications to undertake the project. On December 11, 2017, the committee had a meeting with HKT to discuss the project and the anticipated fee. The fee ultimately submitted by HKT was in the amount of \$42,000. Originally, they were looking for \$60,000.

The committee considers HKT's fee of \$42,000 to be reasonable. Therefore, the committee recommends HKT Architects to be authorized to perform the Facilities Needs Analysis for the Highway Garage.