COMMONWEALTH OF MASSACHUSETTS
TOWN OF NEW MARLBOROUGH
807 Mill River Southfield Road, Mill River, MA 01244-0099
Phone: 413-229-8116 Fax: 413-229-8253

Minutes
Designer Selection Committee
Tuesday, June 9, 2026 4:00 p.m.

Members Present:	Chuck Loring
	Barbara Marchione
	Robert Hartt
	Maggie Arian
	Mark Carson
Others:	Dan Pallota, Project Manager
	Mari Enoch, Town Administrator
	Tara White
	Marc Trachtenberg

The meeting was called to order at 4:10 pm.

Introductions
The Committee members introduced themselves. Dan Pallota, of P3, has been hired by the Town as the Owner's Project Manager for the Town Hall renovation. He will assist the Committee during the Designer Selection Process. Mari will take minutes and handle administrative tasks as the Chief Procurement Officer.

Organize Committee
Upon a motion by Mark, seconded by Maggie, Chuck was elected Chair of the Committee.

Upon a motion by Mark, seconded by Maggie, Barbara was elected Vice-Chair of the Committee.

Review and evaluate proposal received in response to Request for Proposals for Designer Services
Dan explained to the Committee that the Town has funding for the first two phases of the renovation—designer selection/schematic design and design development. The chosen architect will be asked to provide 50% Construction Documents and cost estimates as part of Phase I and II. The fee for Phase I and II is not to exceed $225,000. The anticipated timeline calls for seeking voter approval for construction funding at a Town Meeting next spring. Dan explained the RFQ process and scoring based on the criteria published in the RFQ. The selection of the

designer is not based on price but on qualifications. He confirmed that the RFQ was advertised in the Berkshire Eagle, the Central Register, and CommBuys. An optional walk through was held on May 18 and an addendum was issued on May 21. The Town received five responses by the due date of June 3. The responses are from:
SSV Architects, Westborough; Jablonski Devriese, Springfield; ndp, Boston; Clark Green + Bek, Gt. Barrington, and EDM Studio, Unionville, CT.

Dan confirmed that all five responses met the minimum qualifications and included the correct paperwork and signed forms.

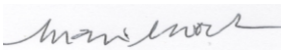
The Committee members had all individually reviewed the proposals prior to the meeting. As a group, the members reviewed each proposal and came to a consensus on the scoring based on the comparative criteria published in the RFQ.

The agreed upon scores of the proposals are as follows:
SSV Architects 16
Jablonski Devriese, 14
ndp, 17
Clark Green + Bek, 17
EDM Studio 22

The Committee agreed to interview the top three firms: ndp, Clark Green + Bek, and EDM Studio. Dan will provide interview questions and committee members can submit questions to Dan through Mari. Questions will be agreed upon by the committee. The interview date is tentatively set for Tuesday, June 23 beginning at 3:00.

There be no further business, a motion was made, seconded, and so voted to adjourn the meeting at 6:05 pm.

Submitted by,



Mari Enoch

Approved on: July 21, 2026

Documents:
Request for Proposals for Designer Services with Addendum
Proposal from SSV Architects
Proposal from Jablonski Devriese
Proposal from ndp
Proposal from Clark Green + Bek
Proposal from EDM Studio
New Marlborough Town Hall Renovation Project Evaluation Matrix