



TOWN OF WELLESLEY  
WELLESLEY FIRE DEPARTMENT MASTER PLAN RFQ

**Designer Selection Committee  
Submission Evaluation Meeting Minutes**

**Thursday, 17 April 2025 @ 9:00 am**  
FMD Conference Room  
888 Worcester Street, Suite 370

**Meeting Attendees:**

Meghan Jop (Select Board), Chief Steve Mortarelli (Fire Chief), Chief David Soar (Former Fire Chief), Joseph McDonough (Director of Facilities), Glenn Remick (FMD Project Manager), Eric Arbeene (Planning Director), Brian DuPont (IT Director)

**Meeting Minutes:**

- There was a Call to Order at 9:01 AM.
- There was a request for Citizen Speak. There was no one outside of the Committee members who chose to attend and speak.
- There was a brief introduction to the process by Joseph McDonough.
- Each Committee member shared their overall scoring of each of the Submissions, followed by a discussion of the strengths and weaknesses of each.
- Based on the Committee's scores and discussion, the Committee unanimously agreed on the following ranking of the Submissions:
  1. Context Architecture (with 651 total points)
  2. Wendel Companies (with 601.5 total points)
  3. HKT Architects (with 544.5 total points)
  4. LiRo-Hill Group (with 425.5 total points)
- The Committee then unanimously agreed to interview the top three firms on May 2, 2025:
  - HKT Architects at 9:00 AM
  - Wendel Companies at 10:00 AM
  - Context Architecture at 11:00 AM
- There was a discussion regarding the upcoming interviews. FMD will prepare questions to send to the Firms being interviewed in advance to assist them in their preparation.
- The meeting was adjourned at 11:20 AM.

Respectfully Submitted,

Glenn Remick  
FMD Project Manager