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June 2, 2016

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Assembly Room: 7:00 PM

Minutes

Taken by: Kathy Keohane

7:05 PM: The Meeting was called to Order by Committee Co-Chair Nancy Dignan

In Attendance

- Elaine Alligood, Pat Bruschi, Clair Colburn, Nancy Dignan, Jenny Fallon, Hannah Fischer, Kathy Keohane, Gail Mann, Peter Struzziero,

Review of Minutes

- Minor corrections requested and meeting minutes approved with motion from Elaine Alligood, second by Pat Bruschi and approved by all as amended

Review of April and May Activities

- Peter Struzziero provided an update on the activities of the sub committee. He noted that the RFQ materials had been drafted, feedback from the full committee incorporated and the project posted for interested applicants
- One addendum to the materials was noted as the actual form for Designer Selection had not been provided. The project materials were modified to provide this form
- There has been strong interest in the project. Over 37 firms had expressed an interest
- Pre bid meeting and building walk thru was conducted at the end of May.
- Responses were due today by 3 p.m. As per the deadline, only three responses had been received.
- Group discussed that given the grant rounds, that as our scope was limited to just a study that it was not surprising that we did not receive more responses. Our project included a not-to-exceed fee for the work required. This is the standard practice and our fee was in line with those standards
- Further discussed that with our approach it is a good way to assess a firm's capabilities and 'fit'
- Phase 2 scope of our feasibility plan would include the design for the schematic
- Peter outlined the work that the sub committee would now address. They will review the responses, weigh the responses and develop a ranking. They will conduct interviews and complete evaluation sheets
- Hannah Fischer asked if the RFQ documents would be available to the full committee. It was agreed that a copy of the documents would be available

through the Director for full committee members. Sub committee members will receive copies of each of the responses. It was noted that the documents would not be public until finalists are named

- Pat Brusich then discussed the qualification review process. She discussed the need to have a structured process with specific criteria. She will work to develop the specific forms that will be used leveraging past standards used in other projects completed in the town. By way of example, she noted some of the criteria often used for projects of this type.
- Once the review of the responses are completed, interviews conducted, evaluations completed, the sub committee will bring their recommendation to the full committee. The full committee will then vote on the recommendation.
- Pat outlined at a high level what the process follow that will be. She noted that three finalists will be named and listed in rank order. Contract negotiations will begin with the number one candidate. If however, negotiations fall through, negotiations will then begin with the second finalist and if need be the third. If all three fail then the project would go out to re-advertisement.
- In anticipation of successful contract negotiations, we discussed at a high level the plans to collect input from staff, the public and the committee. It is anticipated that we would be holding a public meeting in late July. We discussed the need to make sure that the session is well publicized to get the right community engagement. Additional public meetings to share ideas on solutions will also take place in the fall
- It is also anticipated that in late July there will also be a meeting of the full feasibility committee
- Motion to adjourn at 8:40 p.m. made by Nancy Dignan, second by Kathy and approved by all

The meeting adjourned at 8:40 PM.

Submitted by:

Kathy Keohane

Attachments:

March Minutes

June Agenda