

TOWN OFFICE COMMITTEE  
MEETING MINUTES  
NOVEMBER 28, 2005

Present: Steve Pro; Chairman, Rick Carrier, Lester Fairbanks, Shirley Philbrick,  
Neil Jenness, Deb Hogancamp, Dave Provan-RightRoad

Absent: Susan Lawson-Kelleher

Minutes:

Rick began the meeting by asking everyone to review the minutes from the October 24<sup>th</sup> meeting. Rick made the motion to accept the minutes and was 2<sup>nd</sup> by Shirley. The motion passed.

Discussion:

Rick updated the committee as to the submittals received from the RFP letter. Rick explained that they had only received 1 plan back. Rick had previously spoken to Dave and Steve. Dave went ahead and wrote out the procedure for taking the steps to re-issue the RFP letter.

Steve spoke with the firms Weller & Michal, Stevens & Associates and Dan Scully. All firms felt that the committee was just fishing around and not really interested in another firm other than Banwell, since Banwell had done the previous needs assessment study. Steve pointed out that Banwell did not have the inside track and Dan Scully sounded very interested. Stevens & Associates are extremely busy and Weller & Michael are very far out.

Dave also felt that the firms did not respond because we were showing an A/E cost in option B and that number was possibly felt to be too low. Also he felt that we may have more of a response if the firms had a chance to speak with a member of the committee prior to submittal. It was also felt that the firms did not respond due to the length of the RFP. Therefore Dave went ahead and revised the letter.

The committee discussed the next step. Either to extend the deadline date or re-issue at a later date. Everyone in the committee had time to express their thoughts. The committee was in agreement that they would extend the deadline date for the RFP.

The committee discussed shortening the RFP. The committee decided upon a new deadline date of noon on December 22, 2005. The committee discussed the date for reviewing proposals, making interviews and choosing the firm. The committee decided upon January 9<sup>th</sup> for review of proposals, January 18<sup>th</sup> for interviews and and January 23<sup>rd</sup> to discuss the interview results and choose a firm. Lester made the motion to accept these new dates and was 2<sup>nd</sup> by Rick. The motion passed.

The committee then chose the members for the Interview Task Force. They are Debbie, Neil and Lester.

Dave then led the committee through a review of the RFP with the changes he had made. Dave made changes in the following categories of the RFP letter.

- General Scope of Services
- Evaluation Criteria
- Design Philosophy
- Technical Approach
- Experience of the Firm
- Personnel
- Timely Services (with a request to provide a matrix)
- Budgetary Controls
- Quality Control Plan
- Proximity
- Meeting our needs; Scope of work expectations
- Contract Documents
- Construction Services
- Equal Employment Opportunity- was completely omitted
- Project Schedule – date changed to December 1, 2006
- The second sealed envelope must include (was reworded)

The committee agreed to the amended RFP letter. Dave will e-mail the revised RFP letter to Rick. Rick will mail out by December 1, 2005.

Dave will revise the cover page to underline and make a bigger font to the note about re-issue and revise.

Rick updated the committee on the Omega Building. The owner did not hire an A/E.

Motion to adjourn at 7:42 pm by Lester and 2nd by Shirley. Motion passed.

Respectfully Submitted,

Jody Moreau  
Town Office Committee Secretary