



CITY OF DOVER

CWDAC REAL ESTATE MARKET ANALYSIS REVIEW SUB-COMMITTEE - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Council Conference Room, City Hall, 288 Central Avenue, Dover, NH
Meeting Date: **Wednesday, November 12, 2014**
Meeting Time: **4:30 pm**

PRESENT: Sean Fitzgerald, Brian Gottlob, Steve Brewer

STAFF: Dan Barufaldi-Economic Development, Steve Bird – City Planner, Ann Legere – Purchasing Agent

1. Meeting was called to order at 4:40 pm.

2. Citizens Forum: None

3. Review of Evaluation Criteria

Brewer explained how he had used staff quality as one measure and took local knowledge into consideration.

It was agreed to use the criteria prepared as a starting point for comparison purposes.

4. Review of Submitted Proposals

Proposals were received for five firms:

Abramson & Associates, Inc., Federal Appraisal & Consulting, Redgate, RKG Associates, Inc. & Colliers International, and Urban Partners and ICON Architecture

Legere had reviewed all five to see if they answered all of the questions in the RFQ and it was agreed that four did but Federal Appraisal & Consulting did not and was considered to be nonresponsive and removed from consideration.

Members reviewed their criteria sheets and a discussion was held on the merits of each proposal and each consultant. Factors discussed included local knowledge, timeframe for completing the work, experience with similar projects, and available resources.

5. Discussion on Consultant Selection

The conclusion was that the committee wanted to set up interviews with Abramson & Associates, Inc. and Urban Partners and ICON Architecture.

We would offer in person or telephone interviews to both. Bird and Legere will work on finding an acceptable day and time for both consultants.

The meeting adjourned at 7:00 PM.