

 CITY OF DOVER	CWDAC DESIGN TEAM RFQ REVIEW SUB-COMMITTEE - MINUTES Meeting Type: Regular Meeting Meeting Location: 2nd Floor Conference Room, City Hall, 288 Central Ave, Dover, NH Meeting Date: Thursday, May 28, 2015 Meeting Time: 4:00 – 5:00 PM
--	--

PRESENT: Dana Lynch, Norm Fracassa, Jack Mettee, Carla Goodknight

STAFF: Steve Bird – City Planner, Ann Legere – Purchasing Agent

1. Meeting was called to order at 4:10 pm.

2. Citizens Forum: None

3. Review of Evaluation Criteria

Mettee: I know where the criteria sheet came from, but I did not find it that helpful. I looked at who the lead person is, the organizational structure, and the team members. The key individuals for the specialty areas is important, public input is crucial and I looked at the proposal format and graphics.

Goodknight: I would like to keep it local if possible. Urban planning is important. I want a person that will push back on a developer if necessary to defend our interests.

Fracassa: I want to know if committee members have had good or bad experiences with the various consultants.

Lynch: I would prefer to an urban planner or landscape architect as the lead. Graphics are important. It was agreed to use each member's rankings as a starting point for comparison purposes.

4. Review of Submitted Proposals

Proposals were received 8 five firms:

JSA Inc., Union Studio, VHB, NBBJ LP, Abramson & Associates, BETA Group, Mitchell & Associates, and Greenman-Pedersen Inc.

Legere had reviewed all to see if they answered all of the questions in the RFQ and it was agreed that they all did.

Members reviewed their rankings and a discussion was held on the merits of each proposal and each consultant team. Factors discussed included local knowledge, timeframe for completing the work, experience with waterfront projects, and team members.

5. Discussion on Consultant Selection

The conclusion was that the committee wanted to set up interviews with Union Studio, VHB, NBBJ LP, and BETA Group.

6. Schedule for Consultant Interviews

There was a discussion about the best way to set up the interviews. It was agreed to do them two at a time to spread it out. Dates were discussed and these dates and times were selected:

Monday, June 8th at 2:30 and 4:00

Monday, June 15th at 4:00 and 5:30

There was a discussion on preparing questions or topics to ask ahead of time.

Mettee agreed to prepare discussion points and follow up questions and send them to everyone for input prior to sending out to teams.

Goodknight: We should also review their web-sites in advance.

Legere will be e-mailing the selected consultant to have them pick a date and time slot.

Mettee: Make sure we notify the consultants that were not selected so they are not left hanging.

The meeting adjourned at 5:20 PM.

DRAFT