



CITY OF DOVER

CWDAC RFQ REVIEW SUB-COMMITTEE - MINUTES

Meeting Type: Regular Meeting
Meeting Location: 2nd Floor Conference Room, City Hall, 288 Central Ave.
Meeting Date: Tuesday, November 7, 2017
Meeting Time: 7:30 AM

PRESENT: Dana Lynch, Robbie Woodburn, Dane Drasher, Sean Fitzgerald, Matt Cox, Ann Legere, Steve Bird

1. Meeting was called to order by Lynch at 7:30 am.

Lynch asked Drasher if he would be willing to serve as Chair of the sub-committee and Drasher agreed.

2. Citizens Forum: No citizen input.

3. Review of RFQ Selection Criteria

We want this to be an organized and transparent process.

Legere will review submittals for completeness with one week of the submittal date.

Bird distributed an evaluation form that he and Legere developed as a starting point for discussion.

Discussed if we should add vision as a separate category to the evaluation form, but concluded that it could be covered in existing criteria.

4. Review of RFQ Selection Process

Process will have to be flexible depending on the number of respondents.

Discussed if interviews should be done by sub-committee or full committee.

We need to develop RFP criteria for the second stage.

Discussed and agreed on the following schedule:

12/6 – Proposals due

12/7 – Distribute copies of proposals to sub-committee members (pick them up in Planning Dept.)

12/13 – Legere completes review of proposals completeness

12/15 – Meet in morning to review proposals and evaluation forms

12/19 – Sub-committee reports to CWDAC

January of 2018 – Developer interviews

5. Discussion of Next Steps

Discussed potential conflicts of interest issues. Bird will ask the City Attorney to attend the 12/15 meeting to discuss issues or prepare a memo on the standards.

6. Adjourn

Drasher declared the meeting adjourned at 8:30 AM.