



CWDAC RFQ REVIEW SUB-COMMITTEE – MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, Room 305, 61 Locust Street, Dover, NH
Meeting Date: Thursday, January 11, 2018
Meeting Time: 9:30 AM

PRESENT: Dane Drasher (Chair), Dana Lynch, Sean Fitzgerald, Matt Cox, Norm Fracassa, Ann Legere, Steve Bird

OTHERS PRESENT: None

1. Meeting was called to order by Drasher at 9:31 am.

2. Approval of Minutes from January 10, 2018

Cox motioned to approve the minutes as presented, Lynch seconded. Vote: 5 in favor, none opposed.

3. Citizens Forum: No citizen input.

4. RFQ Interview Discussion

Drasher reviewed the selection criteria contained in the RFQ on page 17 and the committee discussed the form that Legere prepared for the submittal meeting all the requirements. The committee used the evaluation form that had 8 categories of varying weights to rate each company.

After careful review of the first criteria related to the submittal requirements, the consensus was to give a score of 9 out of 10 to Riverwoods, Summit, and Cathartes since their submittals were in substantial compliance. Chinburg was given a score of 8 due in part to the late submittal and some minor mistakes in the proposal. Two International and STF didn't include some of the submittal requirements so their scores were 6 and 5, respectively.

For the second category related to quality of the submission, the consensus was to give a score of 9 to Riverwoods, Summit, and Cathartes. Chinburg was given a score of 8, STF a score of 6 and Two International a score of 5.

For the bottom section of the form, the committee discussed the experience and qualifications of each of the six companies in detail. The pros and cons of each company were discussed as it related to the vision for the site and how each company would be able to complete the project given their experience and resources. The committee reviewed the written submittals and discussed the interview results for each company. Items considered included relevant credentials, timely execution of work, public/private experience, business reputation, quality of past projects and other compelling information provided. Consideration was given to the stated parcel preferences to make sure that each parcel had at least one company interested.

The various scores for each evaluation form criteria were discussed and a consensus score was agreed on. Bird will complete an evaluation form for each company that reflects the consensus of the committee.

Lynch motioned to recommend to CWDAC that the companies that would be invited to the RFP stage for all parcels will be, in alphabetical order, Cathartes, Chinburg Properties, and Summit Land Development, LLC, Cox seconded. Vote: 5 in favor, none opposed.

5. Adjourn

Drasher declared the meeting adjourned at 11:33 AM.