

Schenck's Island / Merwin Meadows Study Committee
Meeting Minutes – Thursday May 31, 2018

Present: Dan Berg, Jade Hobson, John Priest, Susan DiLoreto, Eric Fanwick, Peter Gaboriault
Absent with notice: Ben Couch

Town representatives present: Sarah Gioffre, Mike Conklin (by phone)

Meeting called to order at 7:34pm

The committee discussed the consolidated scoring sheets compiled based on individual review and scoring of the nine RFP responses received earlier in the month. Per prior discussion, the top three scoring firms will be invited to present in person at our upcoming meeting on June 5th. (For the record, those firms are Middeleer, Milone and MacBroom, and Wesley Stout.)

The committee discussed the macro criteria that we collectively considered important during our individual scoring. These included:

- The bidder's experience w/ parks and related municipal work versus residential and commercial work
- Does the bidder seem to fundamentally "get" what we're after and have they provided any interesting insight related to this?
- The bidder's expertise and the credentials of their staff
- Price

Based on our discussion, while the firm wasn't strictly in the top three from a scoring perspective, we felt that we'd also like to invite Tavella to present to us in person, based on the quality of their response.

Mike Conklin stressed the importance of the firms' engineering expertise (flood plain / flood way considerations, knowledge of the town, mapping expertise, etc.)

The committee agreed that for the in-person session on June 5th, we will individually ladder-rank the four firms (from 1-4) based on their presentations, and choose our recommended bidder based on our consolidated scores.

Peter Gaboriault made a motion adjourn. Eric Fanwick seconded. By unanimous vote, the meeting adjourned at 8:21pm.

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