

BOLTON MASTER PLANNING COMMITTEE
Minutes of Meeting
November 29, 2004 at 7:30 P.M.

Present: Margaret Campbell, Steve Garner, Dick Heaton, Russ Karlstad, Mickie Simpson, Ken Swanton, Nat Tipton (Town Planner).

1. Short Items

The Committee reviewed and approved minutes from 10/25/04 and 11/08/04.

Tipton explained he will create a webpage for the Committee that will contain meeting agendas, minutes, and could be used to collect feedback from the public during the public outreach stage.

2. Master Plan Proposals

Section I: Minimum Qualifications

The Committee voted unanimously to disqualify Thomas Consulting Group from consideration, as their proposal did not follow the RFP guidelines.

Section II: Review of Comparative Evaluation Criteria – Pre Interview

The Committee voted ratings for the Cecil Group, Community Opportunities Group, Daylor Consulting Group, and Vanasse Hangen Brustlin based on the Committee's assessment of proposals. The proposals were rated on five criteria:

- 1) Quality of the approach to Master Plan development as described in the response to the Scope of Services;
- 2) The submission of a proposed Plan of Services (including both a Timeline and Labor Estimates) that is deemed to be comprehensive, reasonable and responds to the needs of the Town of Bolton;
- 3) General qualifications of the lead firm(s), including the depth of their past experience in preparing Master Plans for comparable towns.
- 4) Suitability of the Team Members suggested for the project, including a review of the proposed organizational structure and the specific qualifications of key proposed project team personnel.
- 5) Past quality performance, as determined by a review of three required samples of Master Plans done by the Lead Team Member.

Respondent Name	Q #1	Q #2	Q #3	Q #4	Q #5	Average Rating
	Quality	Complete	Quals	Team	Examples	
Cecil Group	A	A	A	A	A	A
Community Opportunities Group	A	A	HA	A	A	A
Daylor Consulting	HA	HA	HA	HA	HA	HA
Vanasse Hangen Brustlin	HA	HA	HA	A	HA	HA

Note: Average scores were obtained by compiling scores from each committee member based on the five criteria as spelled out in the RFP as unacceptable. These average scores were converted to the unacceptable (1-1.49), advantageous (1.50-2.49), or highly advantageous (2.50-3.00).

The Committee agreed to schedule interviews for December 6 and December 13, at 7pm and 8:15pm. The firms will make a 20 minute presentation, followed by a question and answer session for a half an hour. Respondents will be asked to bring representatives who will be doing the bulk of the work in their proposal. Tipton will conduct interviews with the references provided by the respondents in the meantime.