

Master Plan Steering Committee (MPSC)
Town Hall Meeting Room
August 24, 2011

Members Present: Lucy Wallace, Jim Breslauer, Joe Hutchinson, Michelle Catalina, Tim Clark

8:05am Chairman Hutchinson opened the meeting

Reviewed Request for Proposal (RFP) timeline. Chariman Hutchinson will talk with Lorraine Leonard regarding how the RFP is “published”. It is difficult to set a timeline since we don’t know how long it will take to get the RFP noticed and receive bids by planning consultants.

Tentatively the MPSC is hoping to have a report to the Planning Board by March 15th. Members raised questions regarding whether the Planning Board would need to vote to authorize Kara Minar (Chair of the Planning Board) to sign the RFP. Catalina will check with the Planning Board.

Bidder’s Conference

The Bidder’s Conference is scheduled for 10am on September 12th in the Town Hall Meeting Room. Clark is going to call Judy Barrett of Community Opportunities Group and personally tell her about the bidder’s conference and the RFP for Phase I of the Harvard Master Plan.

Clark explained how the bidder’s conference will work. We will introduce the members of the MPSC and ask the Planners to introduce themselves. Chairman Hutchinson will give a brief overview of the RFP and then open up the meeting to questions from the planning consultants. It was discussed whether we should make maps and/or a one page handout available to the consultants who show up at the bidder’s conference. It was decided that any consultant who wanted the job will have read the RFP and looked up Harvard.

Meetings

Chairman Hutchinson has proposed two meetings per month at 9am. Chairman Hutchinson will check in with Vice Chair Al Coombs to see if this works with his schedule.

RFP

Discussion of the inclusion of the RFP for Phase II in the RFP for phase I ensued. It was decided that if it is included, it should perhaps be in an appendix so it does not confuse the bidders.

Adjournment

Hutchinson adjourned the meeting at 11am.

Signed: _____
Michelle Catalina