

MPSC meeting 9/30/2011 Town Hall meeting room - Meeting called to order 9:02

Present: Tim Clark, Joe Hutchinson, Ron Ostberg, Michelle Catalina, Al Combs, Jim Breslauer

On Meeting Logistics

- MPSC agreed notices of meeting at least the day before would be sent out as reminders of the time and place of meeting.
- Combs requested that meetings begin at 7:30 (rather than 9:00) to accommodate workday.
- Hutchinson noted MRPC made notice of possible grant for up to \$65K through a joint planning grant through MRPC - to contact Bragan to investigate qualifications to apply.

Review RFP submittals - 6 received by deadline.

Process: Select finalists for 4 finalists interviews. Financial proposals are sealed. Financial Officer Lorraine Leonard gave guidelines:

- This is not a fee driven job.
- Contracting for professional services.
- Review financial proposals after interviews has selected a finalist.
- Qualifications and selection of RFP's discussed with Lorraine Leonard (in attendance for 10 minutes).
- A scoring/ranking system used and recorded.

Discussion of proposals

Examined - Consultant team personnel, clarity of proposal, focal point of proposal. Consultants' practical skills in formulating a strategy and tasks in setting up for the next phase of the project. Big firms vs small teams, strengths and weaknesses. Teams selected to be notified by Chairman for interview schedule as well as thank you letter for those who were not selected.

Combs departed at 10:45am

MPSC determined two primary categories:

- 1) Team - Experience, skills, appropriate size etc.
- 2) Approach - Commitment, familiarity of Harvard, Enthusiasm etc.

Categories were further refined for selection of finalists (each to be ranked/scored using a scale of 4,3,2,1,0,0 with 4 being highest rank(score) 0 is lowest for each of the following to be assigned to each team. Finalists must have the top 4 cumulative scores:

Quality of Proposal
Relevant MP experience
Local Familiarity
Team Member Experience
Tools & Resources

Catalina to tabulate results and Chair to provide records for Leonard as evidence of bid process.

Raw score report for finalist interview selection:

67 pts - Larry Koff Assoc
61 pts - Community Circle
59 pts - VHB
43 pts - Brown Walker Planners
15 pts - MRPC
0 pts - Planimetrics

Motion by Clark/Second by Breslauer / Vote to Invite

Based upon the scoring, I move we invite the top 4 scoring teams for interviews starting 8am October 7, town hall meeting room - Vote unanimous.

References

References to be checked in advance of interviews. Calls to be split among MSPC
Reference check Q's - Ability to work with public, committee, quality of work-product, did they have a clear work process -did everybody know where you were going? Did you get derailed? strength, weaknesses.

Interview Questions

Interview questions will be developed by MPSC depending on presentations - based upon what you've heard in response to the presentation. Go around and divide the questions among members with strict adherence to time.

Meeting adjourned 12:05 pm.