

1 Londonderry, NH Master Plan Steering Committee, ***INTERVIEW SUB-***  
2 ***COMMITTEE MEETING MINUTES OF THE November 30, 2011***  
3 **MEETING IN THE Moose Hill Council Chambers**  
4

5 Present: Leitha Reilly; Jason Allen; Mary Tetreau; and Deb Paul

6  
7 Also Present: Community Development Director André Garron, AICP; Town  
8 Planner Cynthia May, ASLA; GIS Manager John Vogl; Community  
9 Development Secretary Jaye Trottier.

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11 **I. Call to Order**

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13 L. Reilly called the meeting to order at 7:07 pm.

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15 **II. Review of Comprehensive Master Plan RFP Proposals**

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17 L. Reilly summarized that at the November 22 meeting of the Interview  
18 Subcommittee, 11 proposals from a variety of professional organizations  
19 were reviewed. Subcommittee members used a quality based approach  
20 to rank their preferences on a weighted scorecard. The criteria utilized  
21 were Project Approach (40%); Responsiveness to the RFP (15%);  
22 Experience and Personnel (25%); Proposal Format and Quality (10%);  
23 and Communication, Innovation and Creativity (10%).  
24

25 The purpose of this meeting, she explained, was to narrow the list based  
26 on those scores. Five proposals were consequently selected, as the first  
27 two ranked 7.85 out of 10 or higher and the next three were within the  
28 7.67 to 7.72 range. Since the next closest score was 7.43, it was decided  
29 that aforementioned five alone would be considered. Following more  
30 discussion, a decision was made to open the bids of the top five. It was  
31 reasoned that if any of the firms put in a bid that was well in excess of the  
32 \$125,000 budget voted on by the Master Plan Steering Committee, it  
33 would not be prudent to pursue an interview. Scores and bids were as  
34 follows:  
35

<b>Company</b>	<b>Rank</b>	<b>Average Total Score</b>	<b>Bid proposal</b>
Town Planning & Urban Design	1	8.95	\$150,000
Peter J. Smith & Company	2	7.85	\$124,080
Community Opportunities Group	3	7.72	\$124,920
Hawk Planning Resources	4	7.69	\$121,720
VHB	5	7.67	\$124,750

36  
37 Town Planning & Urban Design's (T.P.U.D.C) proposal was therefore  
38 \$25,000 over budget while the remainder were under. Because of their

39 high score, however, Subcommittee members asked staff to contact  
40 T.P.U.D.C. to ascertain whether their bid was negotiable. If they were  
41 willing to reduce the bid but had to withdraw part of their proposed  
42 services to do so, the Subcommittee asked to know first what would be  
43 sacrificed in order to conclude whether the proposal was still sufficient.  
44 Based on the answers to those questions, the Subcommittee will decide  
45 whether or not to invite T.P.U.D.C for an interview.

46  
47 Subcommittee members will coordinate with staff and the five finalists to  
48 arrange for interviews to occur in the next two weeks so a  
49 recommendation can be made to the Master Plan Steering Committee at  
50 their December 28 meeting.

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### 52 **III. Approval of November 22, 2011 Sub-Committee Minutes**

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54 The consensus of the Subcommittee members was to approve the  
55 minutes of the November 22, 2011 meeting. D. Paul abstained as she  
56 had not attended the meeting.

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### 58 **IV. Other Business**

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60 There was no other business.

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### 62 **IV. Adjournment**

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64 The meeting adjourned by consensus at 7:58 PM.

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67 Respectfully submitted,

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71 Jaye Trottier, Community Development Secretary