



**TOWN OF WAYLAND**  
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**PLANNING DEPARTMENT**

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**MEETING MINUTES**

**April 26, 2011**

The Dudley Area Advisory Committee met **on Tuesday, April 26, 2011 at 6:30PM** in the Wayland Town Building, 41 Cochituate Road, Wayland, MA relative to the following agenda items:

*Agenda*

*7:00 Open Meeting/Public Comment*  
*Approve Minutes of March 29, 2011*  
*Consultant Interviews*  
*Beals & Thomas*  
*Tighe & Bond*  
*Larry Koff & Associates*

Attendance:

Patricia Reinhardt (Chairperson)-Board of Selectman, Rush Ashton-Housing Authority, Mike Lowery-Surface Water Quality, Brud Wright Recreation Commission, Bob Goldsmith Conservation Commission, Steve Garone, Dudley Pond Association, Alan Palevsky-Wayland Neighbors 4 Responsible Land Use, Rachel Bratt, Housing Partnership, Kent Greenawalt, Planning Board.

Also present was Sarkis Sarkisian, Town Planner  
Minutes taken by S. Sarkisian

**6:35 P.M. OPEN MEETING:**

P. Reinhardt opened the meeting and reviewed the agenda and handed out the interview material prepared by S. Sarkisian

**6: 40 P.M. PUBLIC COMMENT:      NONE**

P. Reinhardt explained to the committee that we should follow the overall points when conducting the interviews.

P. Reinhardt further explained that we need to keep to the schedule and to be fair to each consultant.

Please fill in the interviewer name.

NAME OF BIDDER:
Dudley Area Advisory Committee

- 1) Overall quality of the RFP
- 2) Overall quality of presentation
- 3) Facility in addressing the questions we asked
- 4) Knowledge of the project
- 5) Familiarity with Wayland
- 6) Sensitivity to multiple stakeholder interests/goals
- 7) Plans and approach for engaging residents in participatory planning process
- 8) Quality of team
- 9) Relevance of experience
- 10) Thoroughness of explanations--understandings/detailing tasks

**P. Reinhardt stated that we should evaluate proposals on the following criteria:**

**Highly Advantageous**      Proposals excels on specified criteria. The proposer's organization/firm is considered to be above average to perform the scope of work required for the project, based on experience, as well as certifications, registrations and licensing. (3pts)

**Advantageous**      Proposal fully meets the evaluation standard, which has been specified. The proposer's organization/firm is considered to be average to perform the scope of work required for the project, based on experience, as well as certifications, registrations and licensing. (2pts)

**Not Advantageous**      Proposal does not fully meet the evaluation standard, is incomplete or unclear, or both. The proposer's organization/firm is considered to be below average to perform the scope of work required for the project, based on experience, as well as certifications, registrations and licensing. (1pt)

**Unacceptable**      Proposal does not meet the specified criteria. The proposer's organization/firm is considered to be poor to perform the scope of work required for the project based on experience, as well as certifications, registrations and licensing. (0pts)

**Criteria for evaluating RFPs and presentations:**

- 1) Overall quality of the RFP
- 2) Overall quality of presentation
- 3) Facility in addressing the questions we asked

- 4) Knowledge of the project
- 5) Familiarity with Wayland
- 6) Sensitivity to multiple stakeholder interests/goals
- 7) Plans and approach for engaging residents in participatory planning process
- 8) Quality of team
- 9) Relevance of experience
- 10) Thoroughness of explanations--understandings/detailing tasks

Award preference will be based on the ranking of the most highly advantageous Technical Proposal; however, the results of the price proposal will also play a factor in objectively determining the contract award. The contract award will be awarded to the contractor who has the highest-ranking Technical Proposal and Price Proposal that is deemed to be the best value for the price based on the opinion and recommendation of the Dudley Area Advisory Committee.

The following questions will be given to the consultants in advance of the interview:

Who will be the key personnel and what will be their specific tasks?

What is the level of effort by individual by task?

What is the schedule by task?

Please provide a handout at the interview with a breakdown of labor and tasks.

Beals & Thomas was interviewed first. John Thomas explained how the company was founded nearly 27 years ago and how he prides himself on volunteer efforts and is a member of Sudbury valley Trustees.

J. Thomas introduced the team.

Robert Weidknecht would serve as the Project Manager

Jennifer L. DiNovo would serve as Project Designer.

Eric Las would serve as Environmental Engineer

J. Thomas described Beals & Thomas as a multidisciplinary team with in house survey, GIS management, wetland mapping site analysis and hydrology, environmental engineering and public presentations.

J. Thomas took the committee through the interview handout, which is part of the record. He further explained the project scope and personnel hours.

J. DiNovo presented a Dudley Area Land Study Site Analysis and Conceptual Opportunities Plan. She explained that this is very preliminary and was just a concept of where housing and other opportunities may exist.

P. Reinhardt instructed the Committee to ask the prepared questions.

7:40 P.M.

Tighe & Bond.

Robert Peirent, Principal-in-Charge explained that his firm is 100 years old and has done a number of projects in the Town of Wayland over the past several years. Tighe & Bond has been involved with a number of similar wastewater planning studies throughout New England.

R. Peirent further stated that Tighe & Bond also has evaluated water quality issues in several Towns and provided studies that helped mitigate the nutrient loading.

R. Peirent introduced the project team.

Ian Catlow Project Manager

I. Catlow stated that there are over 106 parcels that could be studied and impact Dudley Pond.

Tracy Adamski Water Resources Planning Stormwater

R. Peirent stated that Tighe & Bond would bring in two key partners that have a higher level of expertise to successfully implement this project.

Don Leighton - Gates, Leighton & Associates, Inc (GLA) landscape architects with a base in smart growth principles, environmental protection, urban streetscapes, parks and recreation facilities.

R. Peirent stated that Kevin Maguire from Oxbow Partners, LLC will be part of the team but was not there for the interview.

Arthur Eddy from Gates Leighton arrived late for the interview and is part of the project team.

P. Reinhardt instructed the Committee to ask the prepared questions.

8:40 P.M.

Larry Koff & Associates presented to the committee and stated that Koff & Associates is a community planning consulting firm located in Brookline.

L. Koff further stated that he would be the principal in charge of this project and see this as a political problem that must be solved first. The proposed study is comparable to an assessment of reuse alternatives both of wastewater, housing, and municipal facilities.

L.Koff introduced the project team.

Larry Bluestone, from Bluestone Planning Group will prepare concept plans for housing sites.

Scott Turner, from Nitsch Engineering will provide land survey and civil engineering services for the proposed study.

Judi Barrett, from Community Opportunities Group, Inc will lead the public participation process for engagement.

L. Koff stated that he finds that this project should take 5 working committee meetings to clarify the outcome.

L Koff stated that we need to synthesize as we proceed with the study. The Community must answer questions as we proceed such as how many bedrooms? What type of housing?

**9:40 P.M.** The Committee discussed the pro's and con's of each presenter and everyone unanimously felt that Tighe & Bond was the best team with complementary skills and have the experience in addressing the challenges confronting the area around Dudley Pond.

R. Ashton made the motion that we select Tighe & Bond and we have Fred Turkington negotiate and execute a contract seconded by B. Goldsmith. All in favor. 9-0

**10:10 P.M. Adjourn**

R. Bratt motioned and K. Greenawalt seconded to ADJOURN. All in favor. 9-0

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Respectfully submitted,

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Sarkis Sarkisian, Town Planner

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Date