

**Town of Wayland  
Economic Development Committee  
May 30, 2012  
Meeting Minutes**

**Attendance:**

**Economic Development Committee**

Rebecca Stanizzi	Chair
George Uveges	Member
Nick Willard	Member
Sam Potter	Member
David Watkins	Member

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**Minutes:**

1. The Chair called the meeting of the Economic Development Committee (EDC) to order at 7:40 pm on Wednesday May 30, 2012
2. Reviewed Proposals submitted for Environmental Phase 1
  - a. Sarkis Opened up the qualifications and proposals
  - b. Evaluated Approach, Experience, Qualifications and References for the following Vendors:
    - i. Tighe & Bond
    - ii. VHB
    - iii. Tetra Tech
  - c. Proposals submitted for Phase 1 and Costs for the following Vendors
    - i. Tighe & Bond
    - ii. VHB
    - iii. Tetra Tech
3. Summary of Findings
  - a. All three firms were suitably qualified to complete the work by analyzing lead person, personnel, cost, deliverables, political support, staffing, capacity, civil qualifications, environmental qualifications
  - b. Committee generally viewed VHB as large firm with rock-solid reputation, but based on size is more firmly compartmentalized into different specialties, and highest bid on this RFP would likely be representative of higher costs for future tasks as well. Tighe & Bond is known as more municipal than private-sector consultant; smaller and more cost-effective than a larger-scale firm; also offers long institutional knowledge of Wayland. TetraTech/Rizzo as similarly sized and was most cost-effective based with lowest bid for this introductory task, however, does not bring as deep institutional knowledge of Wayland to the table.

4. Committee Interviews

- i. The most important criteria at the end of the day is to meet the people who would be working on the job. EDC requested that Sarkis setup interview meetings with representatives from Tighe&Bond, VHB and Tetra Tech to meet key individuals.
  - ii. Interviews to be scheduled for Tuesday June 5, 2012 from 5 to 6 pm
  - iii. Committee to make final decision on June 5, 2012 and make award on June 11, 2012 at Selectman's meeting.
5. Final bids for market study are due on Friday June 1, 2012. Bids to be reviewed on June 5, 2012 by committee and awarded accordingly.
6. Recruiting
- a. Jean Prince has resigned from committee due to time constraints with other volunteer boards. EDC to look for candidate replacement, with preference for legal background which may be helpful for upcoming efforts.
7. A motion to adjourn the meeting was made by Mr. Uveges and seconded by Mr. Potter. The motion passed unanimously and the meeting adjourned at 9:25 pm.

Minutes respectfully submitted by Dave Watkins