

Parks Facilities Committee (PFC) Meeting Minutes – January 28, 2014

- Attendees:
 - ✓ Patrick Crowley
 - ✓ Robert Dunne
 - ✓ Gary Flynn
 - ✓ Leon Gaumond
 - ✓ Patrick Inderwish
 - ✓ John Owanisian
 - ✓ Christopher Rucho
- Lacking a quorum, general discussion began at 7:01PM.
- Having achieved a quorum, the meeting opened at 7:19PM.
- Discussion took place focused on a review of draft RFP developed by Mr. Inderwish that included revisions from previous meetings
 - RFP is intended to obtain cost estimates for the creation of a master plan design for the athletic fields and adjacent areas at Goodale Park.
 - Language in the original RFP included, “The Fee for this project will not exceed \$50,000”.
 - A suggestion to limit the project fee to no more than \$45,000 was discussed.

Motion: A motion made by Mr. Dunne and seconded by Mr. Rucho to revise language with respect to the project fee that included the following language was approved: “The Fee for this project will not exceed \$45,000” (with the understanding that \$5,000 would be reserved for administrative costs and potential change orders).

Motion: A motion made by Mr. Inderwish and seconded by Mr. Rucho to strike “Engineers” from the first sentence on page one and insert “Respondents” to start the following sentence was approved.

Motion: A motion made by Mr. Dunne and seconded by Mr. Rucho to approve minutes of the December 19, 2013 Parks Facilities Committee meeting was approved.

- Considerable discussion took place focused on the development of an RFP timeline – major activities with dates listed below:
 - February 17 and February 24 (weeks of), 2014: Two weeks for advertising.
 - April 3: Deadline for bidder questions.
 - April 7: Parks Facilities Committee Meeting to develop responses to bidder questions (responses will be provided to Mr. Gaumond) and develop questions for upcoming interviews.
 - April 17: Bids are due and opened by Mr. Gaumond at 3PM. Mr. Gaumond will provide a summary of bids received and distribute nine copies of the bids to the Parks Facilities Committee.
 - April 28: Parks Facilities Committee meets to develop short list (3-5 bidders) of bidders.
 - May 5 (week of): Parks Facilities Committee conducts a series of interviews (approx. 45 minutes in length) with the short list bidders.
 - May 15: Parks Facilities Committee votes to award Master Plan development to a selected bidder.
- There being no further business to discuss, the meeting was adjourned at 8:35PM

Next scheduled PFC meeting date/time: Monday, April 7, 2014 @7PM