

Maurice's Planning committee 02.21.24

Attendees; Ryan, Roland, Jan, Sharon, Gary, Farrukh, Bob, Heather, Carl, Emily 4pm

Summary

The document covers a meeting of Maurice's Campground Planning Committee to review and score proposals from 3 firms - Tighe & Bond, Studio G Architects, and Fuss & O'Neill - bidding to develop a plan for the town-owned Maurice's Campground site. The committee members each share and discuss their scoring and assessments of each firm's qualifications, expertise, experience, project team, and overall strengths and weaknesses based on the written proposals and interviews. They agree Studio G is the most qualified firm with the highest scores. Details further in this document.

The next steps are to check references and review the price proposals (in coordination with Town Hall Administration) before making a final recommendation to the Select Board.

Meeting opens to Public Comment - There were none, move to executive session not to return into open session per MGL Chapter 30a, Section 21, purpose 7 which is to comply with or act under the authority of any general or special law or federal grant and aid requirements relative to mass general law, chapter 30 B in the planning services from Maurice's campground.

Motion made all approved by roll call Vote.

Move to executive Session and commence the review and scoring tally of the 3 proposals for planning (RFP responses) for Maurice's Campground.

Scoring Firm Qualifications and Experience

The committee members discuss their assessments and scoring of each firm - Tighe & Bond, Studio G Architects, and Fuss & O'Neill - across criteria including overall experience, expertise diversity, project management, and creativity. There is consensus that **Studio G** has the strongest qualifications and highest scores. All team members brought their personal scoring sheets to the discussion.

Next Steps on References and Price Proposals

The next steps are for committee members (with coordination with Town Administration) to check references for Studio G and review the price proposals before the next meeting. The goal is to finalize a recommendation for the most qualified firm to take to the Select Board.

Recap of key discussions

Each member of the team agreed they each have their scoring sheets prepared and ready to review. Team agreed to aggregate scores on one score sheet to see what rises up.

Team correlated their scores into one tally rollup to show the highest objective score.

The team discussed the wording of the reference checks we will be conducting. Will conduct in teams. A question person and a listener/note taker/scribe. That way we could stay focused and kind of stay in the conversation. And then there's also two people to express what was heard.

Questions for references, intend to reach at least 2 for each of the firms involved in the proposal.

how did the company perform with respect to project, scope, schedule, and cost.

What were some of the strengths of the company, any weaknesses to point out?

What were some things the company could have done better?

Can you think of an example of a significant challenge or problem encountered in the project and share how the company addressed it?

What are some examples of creativity shown by the company in the project? (later omitted by decision)

The team reviewed a later phase to open and review the pricing proposals. Ryan will liaison with the Town Administration for the process.

A team member raised a process for notifying the other bidders, Ryan explained until it's awarded, there is no notification to other bidders.

Motion to adjourn all approved 5:48pm