

**McLean Barn Temporary CPA Project Committee
MEETING MINUTES**

2017 DEC 19 PM 2:19

Monday, December 11, 2017
Belmont Town Hall, Conference Room 1
8:00 AM

Committee members present: Lauren Meier, from Historic District Commission; Ellen O'Brien Cushman, and Radha Iyengar from Land Management Committee for Lone Tree Hill.

Town Staff: Glenn Clancy and Spencer Gober, Office of Community Development

Not present: Lisa Harrington and Terry McCarthy

1. 8:00 AM Meeting called to order.
2. Review proposals received in response to the Request for Proposal (RFP) for the Conditions Assessment and Stabilization Recommendations, and discuss timeline and next steps.

A. Review Proposals:

One proposal was received in response to the RFP. The proposal was submitted by Spencer & Vogt Group.

Committee members reviewed the non-price proposal, and ranked the proposal as either "Highly Advantageous," "Advantageous," or "Not Advantageous" based on the three evaluation criteria as outlined in the RFP:

- i. Professional Qualifications;
- ii. Quality of Proposal; and,
- iii. Relevant Experience.

L. Meier mentioned her familiarity with the project team, and expressed that the team was well respected in the historic preservation profession.

The Committee determined that the submitted proposal was fully responsive to the RFP, providing all required information and eligible for consideration.

Prior to taking a vote, the Committee discussed the intent of the 5-year project team experience criteria and whether or not the proposed schedule was a concern given that it was a month longer than the anticipated schedule. The Committee agreed that the project team's experience should be ranked "Highly Advantageous," and felt that the proposed schedule was acceptable as long as the consultants were made aware of the Committee's need to meet Town Community Preservation Committee and Town Meeting deadlines.

The Committee voted unanimously to score the non-price proposal as "Highly Advantageous" for all three evaluation criteria.

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Following the vote, the price proposal was unsealed and reviewed. It was determined that the proposed fee, \$14, 335 was within budget and consistent with the Committee's expectations.

The Committee voted unanimously to award the contract to Spencer & Vogt Group based on their non-price and price proposals.

B. Timeline and Next Steps:

The Committee agreed to waive the interview requirement, and identified S. Gober as the point of contact for the project given his role as Staff Planner.

A start-up meeting with the project team is to be scheduled, ideally for the following week.

The Committee discussed logistics surrounding site access by the consultants.

S. Gober is to email the project team contact to inform them that their proposal was selected, to schedule a start-up meeting, and to stress the point that the proposed schedule must be met in order to ensure the Committee adheres to Town deadlines.

3. Meeting adjourned.

Respectfully submitted,
Spencer Gober