

2/13/07.

BELMONT LAND MANAGEMENT COMMITTEE
Meeting of RFP Subcommittee and Full Committee immediately following
April 18, 2006

The meeting was called to order at 6:00 PM. Present were subcommittee members: Andy Healy, Wes Ward, Ellen O'Brien Cushman, , and Carla Moynihan.

Summary of Site Visit: The attendees at the site visit re the Phase I of Open Space Land Management – Meadow Areas were Josh Ellsworth and Cheryl Lowe.

Phase I of Open Space Land Management – Meadow Areas: The RFP was sent to 6 consultants and we received three (3) responses from (i) Jeff Collins of Mass Audubon Extension Service; (ii) Cheryl Lowe, independent consultant; and (iii) Joshua Ellsworth of Ellsworth Land Management LLC.

Scope of Work: Before evaluating the responses to the RFP, we briefly re-visited the scope of work to be undertaken as including a site visit, an understanding of the BSC report, an evaluation of the site, the preparation of a timetable and work plan with 2-3 meetings, and the list of potential contractors, scopes of work and time/cost estimates to carry out the recommendations. All three responses were deemed complete in accordance with the requested items in the RFP.

Selection Criteria: We then set forth the selection criteria as including (in no particular order): strength of statement, resume, references, prior work experience, price and the proposed work plan. The following summarizes pros and cons discussed with respect to all three proposals.

Cost: Cheryl Lowe, independent consultant: \$550
Jeff Collins of Mass Audubon: \$1200
Joshua Ellsworth of Ellsworth Land Management LLC: \$3600

While it appeared that both Collins and Lowe may have underestimated the time needed to make the final recommendation and Lowe may have less administrative experience versus open field experience, Ellsworth seemed overpriced, more research intensive and would take longer by at least 1 month.

Other discussion points:

- Does Collins understand time frames and have confidence necessary to perform the work himself? We would be "buying" Collins' expertise, not general Audubon resources
- What happens with work product? Turns into a scope of work for implementers
- Enthusiastic conditional approval of Collins from Audubon pending his response to above question and his willingness to oversee work at periodic intervals for a set price per hour
- 4/27/06 interview him re contractors achievable and whether he would be willing to oversee supervise that work and at what price per hour
- Keep focus of RFP on high priority areas and activities
- \$25K donation by McLean in-kind services to the endeavor to take down farmhouse and return that area to meadow
- Need to determine edges for each of the priority areas

Subcommittee members voted unanimously to endorse Jeff Collins as the preferred consultant. The Subcommittee will present the issues, as above to the full committee for vote at meeting immediately following this subcommittee meeting.

The Subcommittee adjourned at 6:50 pm with preparations to present the recommendation to the full LMC immediately following, at the meeting scheduled for 7 pm.

The Land Management Committee convened at 7 pm

The meeting was called to order at 7:00 PM. Present were subcommittee members: Andy Healy, Wes Ward, Ellen O'Brien Cushman, Steve Kidder, and Carla Moynihan, Frank Keefe
Also in attendance was Roger Wrubel, Director of Mass. Audubon Habitat.

Carla reviewed the process, selection criteria and evaluation (as above) of the consultants responses to the RFP and offered the unanimous and enthusiastic recommendation of the subcommittee of Jeff Collins, Audubon Extension Service.

Motion: Rich moves the Motion seconded by Steve to "recommend to LMC that we designate Jeffrey Collins, have him to the next subcommittee meeting, and review the work plan for supervision and #of hrs in light of \$1200 bid." Vote: Unanimous

Motion: Carla moves adjourn seconded by Wes.

Next subcommittee meetings: April 27, 2006 at 8:45 a.m. to meet with Mr. Collins and and Tuesday, May 2, 2006 at 7:00 p.m. to review work plan with the full LMC.

Recorded by Steve Kidder.
[Signature]