

**TOWN OF BELMONT  
COMMUNITY PATH IMPLEMENTATION ADVISORY COMMITTEE**

2016 MAR -1 PM 2:11

**MEETING MINUTES**

**May 9, 2016**

Present: Russell Leino, Chair; Brian Burke, Sr.; Michael Cicalese; Heather Ivester;  
Vincent Stanton

Staff: Jeffrey Wheeler, Office of Community Development

**8:05 a.m. Meeting called to order**

The Committee met to conduct the first round of interviews for the Community Path Feasibility Study in the following order:

- 8:00 a.m. – BSC Group
- 9:00 a.m. – BL Companies
- 10:00 a.m. – VHB
- 11:00 a.m. – Pare Corporation

Each interview lasted approximately 45 minutes with 20-25 minutes set aside for the Proposer to make a presentation and 20-25 minutes for Q & A. The questions asked are included below:

**Project Manager**

1. Which person on your staff will be the point of contact on the project? Is this the project leader/manager? Will there be a single point-of-contact or multiple ones for different divisions? Who is the assistant and what role will that person play?
2. How quickly can we expect a response?
3. Do you have experience working in this region?
4. Has the project manager worked with other municipal community path committees?  
Worked with multiple stakeholders?
5. What other community paths have you worked on within the state? What about rail-with-trail projects? Have you worked on projects similar to ours?
6. Explain how you resolved a difference of opinion that you may have had working with a committee?
7. Please explain your tunnel experience? Have you worked with the MBTA and MassDOT on designing and building a tunnel? Any experience with Open Pit Pre-Stressed Concrete 72 Hour or Tomas Methods (burrow beneath the railroad tracks)?
8. Have you any experience working with MBTA stations and integrating them with community paths? Bringing them into compliance with ADA?

**Firm**

1. Are there more players on the project team who aren't present?

2. What is the design philosophy of your firm? Can you give an example of an innovative approach that you took to solve a difficult situation?
3. What experience does your firm have in working with rail-with-trail projects and addressing community concerns/opposition?
4. Have the principals from each of the firms previously worked together (does not apply to VHB)?
5. Discuss the firms experience working with a community path committee. Working with multiple stakeholders. Dealing with path advocates with various concerns rather than unified issues.
6. What is the firm's level of commitment to this project? Is the firm willing to commit the necessary time and resources for our specific needs?
7. What other projects is the firm currently working on that could take precedence and time away from us? As well as ones that might impact our project.

### **Scope of Work**

1. What do you see as your duty as part of this project? Are there specific or itemized services that you do not provide? How much of the work on our project would be subcontracted?
2. Are you familiar with our situation and the local area to know some of the particular needs we have?
3. What scope of work do you think is necessary to complete this project? What would be your approach to it? Provide details of what the team will do and how it will do it. What is the likelihood that the firm will be able to stick to that plan?
4. What are the challenges you see in our project? What is going to be hardest part of the project? How will you resolve them?
5. What can we do to help keep our project on target related to our budget? If the scope of the project changes as it proceeds, will there be additional fees?
6. Please describe your local and national tunnel experience with tunnels supporting highway and railroad. At Alexander Avenue, what challenges do you foresee and how would you address them?
7. With the high school project and Clay Pit Pond - how would you handle dealing with the community path in this area? Do you have any experience working with MSBA?

### **Specifics for Each Firm**

- VHB - Describe your involvement with the Minute Man and Cambridge Path improvements  
Talk about your tunnel experience – not much stated in your proposal  
Describe your projected timeline – why is yours so much longer than everyone elses?
- BSC - Indicate which portions and responsibilities your firm had on the Trapelo Rd. project  
Are you currently involved in any other projects in Belmont? As well as other towns you are working in on community path projects.
- BL - What do you feel your companies greatest strength is with this project?

Many of your projects have been more rural in nature.  
Who on the Nitsch Engineering team will be working with us?

**Next Steps – Funding and Construction**

1. Are you familiar with the various funding programs in the state for community paths? What has been your experience in working with these funding agencies before? Has your firm assisted community path committees with grant writing and the application preparation? What has been success rate of those applications?
2. What funding sources would you think we can tap into for this project?
3. What do you foresee as the biggest challenge in getting this project funded and built?

**Concluding**

1. What makes your company unique? Why should we work with your firm?
2. Are there any other issues that we haven't asked about that you feel we should address or you would like to identify?

After the interviews were concluded, the Committee briefly discussed each presentation and their initial thoughts on who should be brought into a second interview with the Board of Selectmen.

**12:15 p.m. Adjourn**