



MINUTES-NOT YET APPROVED

MANSFIELD PLANNING AND ZONING COMMISSION

MANSFIELD INLAND WETLANDS AGENCY

CONSULTANT SELECTION COMMITTEE

MANSFIELD TOWN HALL ■ 4 SOUTH EAGLEVILLE ROAD ■ COUNCIL CHAMBERS

THURSDAY, APRIL 18, 2019 ■ SPECIAL MEETING

IWA CONSULTANT SELECTION COMMITTEE

MEMBERS PRESENT: J. Goodwin, K. Rawn, J. Kaufman, Inland Wetlands Agent, D. Dilaj, Assistant Town Engineer

MEMBERS ABSENT: K. Fratoni

STAFF PRESENT: L. Painter, Director of Planning and Development

PZC CONSULTANT SELECTION COMMITTEE

MEMBERS PRESENT: J. Goodwin, K. Rawn, L. Painter, Director of Planning and Development, D. Dilaj, Assistant Town Engineer

MEMBERS ABSENT: K. Fratoni

STAFF PRESENT: J. Kaufman, Inland Wetlands Agent

Chairman Goodwin called the meeting to order at 5:40 p.m.

IWA CONSULTANT SELECTION COMMITTEE

All members were provided with copies of the responses in digital form in advance of the meeting. Staff distributed a matrix identifying: compliance with the minimum requirements for submissions in response to the RFQ and the criteria upon which the RFQ established for selection of qualified firms. Members discussed the responses submitted for the IWA On-Call Services RFQ and by consensus determined that Juliano Associates was disqualified from further consideration due to lack of sufficient information pursuant to the RFQ submission requirements. The remainder of the firms submitting (BETA Group, Inc., CME Associates, Inc., Landtech, Tighe & Bond, and Trinkhaus Engineering were determined to have submitted sufficient qualifications for further consideration. Members noted that both BETA and Tighe & Bond needed to provide further documentation of their licenses and certification prior to interview. Additionally, firms using subcontractors will need to submit Certifications of Non-Collusion from all subcontractors prior to the interview. Landtech needs to submit a revised Certification of Non-Collusion on the form provided by the Town prior to interview.

PZC CONSULTANT SELECTION COMMITTEE

All members were provided with copies of the responses in digital form in advance of the meeting. Staff distributed a matrix identifying: compliance with the minimum requirements for submissions in response to the RFQ and the criteria upon which the RFQ established for selection of qualified firms. Members discussed the responses submitted for the PZC On-Call Services RFQ and by consensus determined that Juliano Associates was disqualified from further consideration due to lack of sufficient information pursuant to the RFQ submission requirements. Additionally, Kropp Environmental Contractors was eliminated based on the determination that

their selection would not be advantageous to the Town for this particular RFQ based on their area of expertise and services in which they specialize. The remainder of the firms submitting (Anchor Engineering, BETA Group, Inc., CME Associates, Inc., Landtech, Trinkhaus Engineering, Weston & Sampson, and Wright-Pierce) were determined to have submitted sufficient qualifications for further consideration. Members noted that BETA needed to provide further documentation of their licenses and certification prior to interview. Additionally, firms using subcontractors will need to submit Certifications of Non-Collusion from all subcontractors prior to the interview.

INTERVIEW SCHEDULING

Members identified a preference for holding interviews on Thursday evenings, or if necessary, Friday mornings. Thursday, April 25th and Thursday, May 2nd were identified as initial target dates. Staff will work with selected consultants to schedule 30-45 minute interviews. Members requested that a list of questions be developed by staff in lieu of general presentations from the consultants. Given that some firms submitted qualifications in response to both the IWA and PZC RFQs, members determined that joint interviews would be conducted for those firms.

ADJOURNMENT:

Chairman Goodwin declared the meeting adjourned at 6:45 p.m.

Respectfully submitted,

Linda M. Painter, AICP

Director of Planning and Development