



MINUTES-NOT YET APPROVED

MANSFIELD PLANNING AND ZONING COMMISSION MANSFIELD INLAND WETLANDS AGENCY CONSULTANT SELECTION COMMITTEE

MANSFIELD TOWN HALL ■ 4 SOUTH EAGLEVILLE ROAD ■ CONFERENCE ROOM B

FRIDAY, MAY 3, 2019 ■ SPECIAL MEETING

IWA CONSULTANT SELECTION COMMITTEE

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

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

PZC CONSULTANT SELECTION COMMITTEE

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

STAFF PRESENT: J. Kaufman, Inland Wetlands Agent

Chairman Goodwin called the meeting to order at 8:30 a.m.

The IWA Consultant Selection Committee interviewed the following firms that submitted responses to the IWA Request for Qualifications for on-call professional and technical services:

- LANDTECH, Inc. (Christopher Allan; Robert Prior)
- Tighe & Bond (Richard Canavan, Joe Canas, Raina Volovski)

At the conclusion of the interviews, the two selection committees jointly discussed the qualifications of the firms interviewed in response to the two RFQs and the desire to review sample peer review reports given that all respondents identified these reports as a primary communication tool in the interview process. D. Dilaj recused himself from discussion related to Weston & Sampson. Staff will seek samples from the respondents and prepare a scoring system that is aligned with the criteria of the RFQs as well as the interview questions. Another meeting will be scheduled for May 9th to score firms and formally identify a recommendation to the full Agency/Commission as to which firms should be included on the on-call lists.

Members also discussed the potential for larger respondents that offer a full suite of services to have conflicts due to work for other clients, including UConn. Staff will check with Finance Director to determine whether on-call firms could subcontract for specialty services if needed on a project-by-project basis. Members also discussed the possibility of issuing another RFQ and expanding search to neighboring states to provide a deeper bench of on-call consultants in case any conflicts arise.

ADJOURNMENT:

Chairman Goodwin declared the meeting adjourned at approximately 10 a.m.

Respectfully submitted,

Linda M. Painter, AICP

Director of Planning and Development