



APPROVED MINUTES

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

MANSFIELD COMMUNITY CENTER ■ 10 SOUTH EAGLEVILLE ROAD ■ CONFERENCE ROOM

THURSDAY, MAY 9, 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 5:10 p.m.

Minutes

Rawn MOVED, Dilaj seconded approval of the minutes as presented for the 4/18/2019; 4/25/2019; 5/2/2019; and 5/3/2019 meetings of the consultant selection committees. Motion passed unanimously.

IWA Consultant Selection Committee

The IWA Consultant Selection Committee reviewed each firm with regard to the selection criteria outlined in the RFQ as further described in the table below. Kaufman provided an overview of the responses from references for each firm.

Criterion	Beta Group, Inc.	CME Associates, Inc.	Landtech, Inc.	Tighe & Bond	Trinkaus Engineering
Does the firm have the necessary background and experience in provision of peer review services?	Yes	Yes	Yes	Yes	Yes
Did the firm identify an effective approach to ensure the quality and timely completion of services?	Yes	Yes	Yes	Yes	Yes
Do the staff assigned to work on peer review projects have the necessary background, education and qualifications to provide expert opinions in their field of specialty?	Yes	Yes	Yes	Yes	Yes
Did the firm demonstrate the ability to provide clear and relevant guidance to commission/agency members and applicants through their responses in	Yes	Yes	Yes	Yes	Yes*

the interview process as well as the sample peer review reports provided upon request? (See Attachment for Sample Peer Review Reports)					
Did reference checks confirm the ability of the firm to provide peer review services and attest to a high quality of service?	Yes	Yes	Yes	Yes	Yes
Did the firm’s response through the proposal and interview process identify any concerns that should disqualify the firm from consideration?	No	No	No	No	No

*Members were impressed with the oral presentation at the interview but expressed some concerns with the clarity of writing in sample peer review reports provided by Trinkaus Engineering. The firm’s oral presentation skills, expertise and experience, particularly with regard to Low Impact Development (LID) practices and prior work on behalf of intervenors were strong enough for members to recommend that the firm be included on the on-call list. Members also recommended the use of Trinkaus Engineering be limited to projects where LID expertise is required. This restriction could be lifted by the Agency in the future once the firm has demonstrated its ability to provide clear written guidance to the Agency.

Based on the selection criteria, the members by consensus recommended that all five firms be included on the on-call list of consultants for the Inland Wetlands Agency, subject to the caveat noted above. Members also recommended the following:

- Contracts executed with each firm should include clear provisions related to disclosure of potential conflicts of interest for review by the Agency prior to accepting a contract for peer review on a specific project. In addition to private clients, the potential for conflicts based on work for UConn was also noted as something that needs to be identified as several firms are on the University’s on-call list for services.
- Staff should meet with all firms placed on the on-call list to establish a clear set of expectations, particularly with regard to conflicts of interest and clarity of written and oral communications.

The above recommendations will be provided to the Inland Wetlands Agency at their May 20, 2019 special meeting for action.

PZC Consultant Selection Committee¹

The PZC Consultant Selection Committee reviewed each firm with regard to the selection criteria outlined in the RFQ as further described in the table below. Painter provided an overview of the responses from references for each firm.

¹ Dilaj continued to disqualify himself from discussion related to Weston & Sampson for both the IWA and PZC Consultant Selection Committee discussions.

Criterion	Anchor Engineering	Beta Group, Inc.	CME Associates, Inc.	Trinkaus Engineering	Weston & Sampson	Wright Pierce
Does the firm have the necessary background and experience in provision of peer review services?	Yes	Yes	Yes	Yes	Yes	Yes
Did the firm identify an effective approach to ensure the quality and timely completion of services?	Yes	Yes	Yes	Yes	Yes	Yes
Do the staff assigned to work on peer review projects have the necessary background, education and qualifications to provide expert opinions in their field of specialty?	Yes	Yes	Yes	Yes	Yes	Yes
Did the firm demonstrate the ability to provide clear and relevant guidance to commission/agency members and applicants through their responses in the interview process as well as the sample peer review reports provided upon request? (See Attachment for Sample Peer Review Reports)	Yes	Yes	Yes	Yes**	Yes	Yes
Did reference checks confirm the ability of the firm to provide peer review services and attest to a high quality of service?	*	Yes	Yes	Yes	Yes	Yes
Did the firm's response through the proposal and interview process identify any concerns that should disqualify the firm from consideration?	No	No	No	No	No	No

*As of the meeting, responses had not yet been received from Anchor's references. Painter will include any responses in the report to the Commission on the selection committee's recommendations. Recommended action with regard to Anchor Engineering assumes that references are positive.

**The same comments apply with regard to limiting the scope of Trinkaus Engineering as noted for the IWA Consultant Selection Committee. The restriction may be lifted once the firm has demonstrated its ability to provide clear guidance to the Commission.

Based on the selection criteria, the members by consensus recommended that all six firms be included on the on-call list of consultants for the Planning and Zoning Commission, subject to the caveats noted above. Members also recommended the same provisions related to establishment of expectations and disclosure of conflicts of interest as the IWA Consultant Selection Committee.

The above recommendations will be provided to the Planning and Zoning Commission at their May 20, 2019 meeting for action.

ADJOURNMENT:

Chairman Goodwin declared the meeting adjourned at approximately 6:41 p.m.

Respectfully submitted,

Linda M. Painter, AICP

Director of Planning and Development