

MINUTES

IWA Subcommittee Members Present: P. Aho, C. Cotton, V. Ward, J. Kaufman, D. Dilaj

PZC Subcommittee Members Present: P. Aho, C. Cotton, V. Ward, L. Painter, D. Dilaj

CALL TO ORDER AND ROLL CALL

Aho called the meeting to order at 6:32 p.m. Commission members present were Aho, Cotton, and Ward and staff members Kaufman (IWA subcommittee), Painter (PZC subcommittee) and Dilaj (both subcommittees).

RFQ: PROFESSIONAL & TECHNICAL SERVICES FOR THE INLAND WETLANDS AGENCY

Review of Responses to the RFQ and Identifying Finalists for Interviews

Kaufman presented an overview of the firms that responded to the Request for Qualifications (RFQ). By consensus, members concurred to invite the following firms for interviews:

- Clough Harbour & Associates
- SWCA Environmental Consultants

The proposals received from Gordon GIS, Westcott & Mapes and WMC Consulting Engineers were determined to be non-responsive to the RFQ.

Interview Schedule

Members discussed availability for the week of May 9th and identified Wednesday, May 11th and the morning of Friday, May 13th as preferred dates for interviews.

RFQ: PROFESSIONAL & TECHNICAL SERVICES FOR THE PLANNING AND ZONING COMMISSION

Review of Responses to the RFQ and Identifying Finalists for Interviews

Painter presented an overview of the firms that responded to the Request for Qualifications (RFQ) and Dilaj provided information regarding qualifications presented related to traffic review. By consensus, members concurred to invite the following firms for interviews:

- Clough Harbour & Associates
- SLR International
- Westcott & Mapes
- Weston & Sampson
- WMC Consulting Engineers

The proposal received from Gordon GIS was determined to be non-responsive to the RFQ.

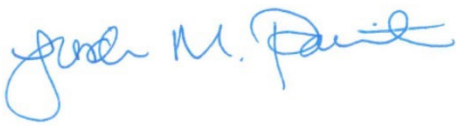
Interview Schedule

Interviews agreed to use the same interview schedule established for the proposals received in response to the IWA RFQ. Painter and Dilaj noted that the interviews in 2019 took 30-45 minutes, which may require multiple interview days. Aho expressed a preference for 30 minute interviews if possible.

ADJOURNMENT

Aho adjourned the meeting at 6:56 p.m.

Respectfully Submitted:

A handwritten signature in blue ink that reads "Linda M. Painter". The signature is written in a cursive style with a large initial "L" and "P".

Linda M. Painter, AICP
Director of Planning & Development