

Fire and Ambulance Building Project
Meeting Minutes
Thursday December 22, 2022
Noon - Peterborough Public Library

Members Present: Seth MacLean – DPW Director, Bill Taylor – Select Board, Chief Ed Walker – Fire, Tim Herlihy – Code Enforcement, Mandy Sliver – Town Treasurer, Sarah Steinberg Heller – Planning Board, Carl Mabbs-Zeno – Chairman of Budget Committee, Tony Cassidy – Co-Chair of Community Power Committee, Carol Nelson – Co-Chair of Affordable Housing Committee

Minutes Taken by: Gretchen Rae – DPW staff

Welcome to the first *Fire and Ambulance Building Project* meeting. Introductions made by each in attendance. This is not considered a formal Town committee, but detailed notes will be recorded for full transparency of the work being completed by this group.

Purpose:

- This group is tasked with meeting milestones and timelines to include 1. establishing goals and priorities for the community and expectations for professional service providers 2. develop, vet, and approve RFQ document and selection process 3. review and score RFQ submissions 4. perform and score in-person interviews with prospective service providers 5. recommend selection and contract award to the Selectboard.
- When and how often to meet will be determined during this planning meeting.

Project Development Assumptions “knowns”: *This document will continue to be updated

- The selectboard are the owners of this project. They will be provided with regular updates and will formally decide on all relevant considerations leading to public vote in May, 2024.
- Peterborough has committed to the development of a new fire station to be located on Elm St.
- Future contracted service will be tasked with validating and/or revising the prior programmatic study. *Programmatic information will be delivered in a meaningful and easy-to-understand format
- The new station will be designed to accommodate that validated/revised program the Fire & Rescue Department currently delivers, with some consideration to future growth.
- The community expects a project that balances programmatic need with financial viability.
- The community expects a strong public process that solicits and utilizes community input.
- The selectboard has authorized the assembly a RFQ team tasked with recommending the selection of a construction management firm, followed by an architectural firm.

Proposed timeline of Fire RFQ creation, submission, review, and next steps:

- RFQ (Request for Qualifications) for CM (Construction Manager) out by January 13th, 2023
- Responses back by February 3rd, 2023
 - Expecting several qualified candidates (6+)
 - Responses will be reviewed through a consistent and equitable criterion with a weighted scoring matrix agreed upon by this group.
- Top 3 submissions identified by February 10th, 2023

- In-person interviews complete by February 24th, 2023
 - This group will be scheduling and holding the in-person interviews.
 - This group will equitably and timely consider the service provider which will be recommended to the selectboard.
- Recommendation to Select Board by March 3rd, 2023

Detailed handouts provided for discussion:

- Listed parts of a RFQ document to consider
- Sample scoring matrix with scoring criteria
- Evaluation key points
- Suggested next steps for the group

Next Steps and Action Items:

- Gretchen will update the Town website project link and the peterboroughprojects.info site and edit the new name of the project to: Fire and Ambulance Building Project
- Seth will work with Chief Walker before Friday January 6th to draft a RFQ for review by the group.
- Group members are encouraged to reach out to Seth in the next couple of weeks with questions and comments as the draft RFQ is being written.
- **This group will reconvene at the Library, Friday January 6th at noon** to begin developing the review criteria and scoring matrix to determine the top 3 submissions.

Meeting Adjourned