

Fire and Ambulance Building Project
Meeting Minutes
Friday February 3rd, 2023
Noon - Peterborough Public Library

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

Minutes Taken by: Gretchen Rae – DPW staff

Detailed handouts provided for discussion:

- January 6th, 2023 Meeting Minutes for review - Seth
- RFQ draft scoring matrix for review – Seth
- Draft interview questions – Ed
- Draft presentation evaluation - Ed

Updated dates to the process:

- RFQ submission deadline - Friday February 10th
- Next committee meeting – Friday February 17th for the intent to finalize the interview process for the selected CM candidates.
- Favored interview dates/times for in-person interviews Tuesday, February 21st, 10am-3pm and Friday, February 24th, (later than 10am due to Tony being in a west coast time zone)

RFQ scoring matrix review and discussion:

- Carl provided Seth with written suggestions to RFQ scoring matrix.
- 8 lines of scoring/evaluation measures were reviewed, and edits offered for clarity and tailored to this specific RFQ for Construction Management Services. It was noted that there's a need for different criteria and weighted scoring when an Architect is being evaluated for a contract rather than with this pursuit of a CM. Those considerations will come with stages yet to come.
- Discussion on the parameters of numerical scoring and which lines were needing weighted results.

Drafts of interview questions and evaluation reviewed:

- Discussion of what kind of questions we need to ask to find the best contractor for this specific community of Peterborough. These committee members feel confident with their understanding of the thoughts of fellow interested parties concerning the Fire & Ambulance Station project, that they can create a thoughtful approach to candidate review and evaluation.
- Discussion of the possibility of needing a second interview due to the importance of a complete and informed presentation evaluation rather than meeting a predetermined deadline/timeline.

- A major goal of this process is asking ourselves “how do we not repeat the troubles of the last process”. It was suggested to reach out to a leader in Somersworth to discuss pitfalls faced when they recently went through this process. As stated by Carl “ It’s best to ask Buyers of Services rather than the Sellers of Services” what and where they faced similar challenges.
- This committee will do further research on how best to **quantify** the results when selecting the best contractor for this community.

Next Steps and Action Items:

- Gretchen will post approved January 6th, 2023 meeting minutes on the Projects website.
- Ed will send Carol electronic versions for the interview questions and the interview evaluation file and will accept suggested edits to the interview questions from committee members by February 10th. Ed will create an updated version to be sent out to the committee before the next committee meeting on Feb. 17th.
- Seth to make final edits to the RFQ scoring matrix from the suggestions offered during this review meeting, including Carl’s written suggestions.
- Seth will provide the committee the documents emailed to him by Tina Kriebel for the Library’s renovation, if requested by members.

Next Meeting: Peterborough Library, Friday February 17th at noontime.

Meeting Adjourned