

Sunderland Safe Roads Committee - Minutes from 2/10/15

Present: Marie Litowinsky, Colleen and Scott York, Jim Sullivan, Mark Hyde

Agenda for the meeting was to review the five proposals received to conduct the feasibility/scoping study. The following was the criteria the committee used in evaluating the proposals.

- Qualification of firm and personnel to be assigned to this project.
- Experience of consultant personnel working as a team to complete similar projects.
- Demonstration of overall project understanding and insight into local conditions and potential issues.
- Clarity of the proposal and creativity, thoroughness in addressing the scope of work.
- Submission of completed proposal with all elements required by RFP.
- Quality of representative work sample.

At the beginning of the meeting committee members also determined that the cost would also be a deciding factor. As Mark Hyde stated, residents are going to need to know how the project impacts them and what the cost will be.

After reviewing each proposal, the committee unanimously chose the Dufresne Group. Committee members noted Dufresne had very good references and demonstrated a good understanding of the proposal needs. Also a plus is that they are a local firm and they were within the budget at \$24,000.

CDS had a good proposal and was responsive to the needs of the proposal but their cost at \$27,950 was above our budget.

VBH also had a good proposal and a designated pedestrian/bike team. A concern was they did not specify who would actually be on the team and their cost of \$29,216 was over the budget.

Holden Transportation Engineering again presented a good understanding and experience but their cost of \$36,000 was way over the budget.

JTC did not present as being as responsive to the request for the proposal even within the budget at \$19,900.

The next step is for the select board to approve the decision to award the contract to Dufresne. Mark Hyde will present to select board with the contract. Following that the Project Kickoff Meeting and Local Concerns Meeting will be scheduled. Committee members discussed ways to reach out to the public to have them attend these future meetings.

As the meeting was ending a local resident came in to express some concerns about right of way issues. She was encouraged to attend future meetings, particularly the Local Concern Meeting as that would provide an avenue for her concerns to be expressed.

Submitted by Colleen York 2/11/15