

## **Meeting Minutes – January 29, 2014**

### **Public Safety Building Committee**

Attending the meeting are committee members Mark Tocci, Carol McLeod, Laura Mailman, Robert Sinibaldi, Eric Shears and Rick Pinciario and Richard LeSavoy. Also attending was Ed Davis.

Meeting commenced at 6:37 PM

Laura made a motion to approve the minutes from the January 7 meeting. Rick seconded the motion and the minutes were approved unanimously.

**The committee heard a presentation from Sarah Shelly Joshua Berry from Project Dog.** Project Dog is a project hosting and electronic submittal service company located in Newburyport. The firm has been in business for 15 years.

Project Dog provides electronic project management and electronic RFQ process management. The nature of their process creates larger bidding pools and better results for municipal RFQ's and RFP's. They are an established media outlet for this type of proposal. The posting of our RFQ will immediately reach out to their existing database of contractors, architects and other professionals.

- The process meets all Mass. General law requirements for bids
- Central register posting can be provided
- Updates and addendum's are facilitated electronically
- Geographic range is state wide and New England wide
- They will provide an abbreviated newspaper add referencing their site further reducing costs
- We can utilize their service throughout the entire project if we proceed to design and build

The committee discussed the costs and ability to utilize the service "al la carte". The committee expressed a strong interest in utilizing the service

**The committee then reviewed the draft RFQ provided by Mark.**

There was discussion surrounding the need for better descriptions of the current situation and the need for emergency management and ambulance to be separately described. There was a suggestion that we need to incorporate only a summary of the current departments and situation while allowing the consultants to make the determination on departmental needs rather than our establishing them as part of the document.

We agreed to scratch current information beginning on page 5 and replace this with summaries of each departments. Eric agreed to handle an initial write to include a description of each department with current staff and existing vehicles

Rick made a motion to approve the use of Project Dog with a budget not to exceed \$1,000. Bob seconded the motion. The committee approved the motion by a vote of 7-0.

The committee agreed that we will refer to the document as a “request for proposal” which will include a request for qualifications. The committee agreed that we should be able to establish dates for the RFP at our next meeting. Carol to advise on the requirements for opening and advertising at the next meeting.

**The next meeting of the committee will be Thursday, February 12 at 6:30 in the Fire Station meeting room.**

The meeting adjourn 7:50