

**Waterbury Select Board Meeting**  
**June 5, 2014**  
**Steele Block – 2<sup>nd</sup> Floor Conference Room**

Present: C. Nordle, Chair; C. Viens and J. Grenier, Select Board; A. Nelson and A. Murray, VIA; L. Oates, Americorp VISTA; B. Farr, Long Term Community Recovery Director; W. Shepeluk, Municipal Manager; A. Imhoff, ORCA Media; and C. Lawrence, Town Clerk.

The meeting was called to order at 3:06pm.

C. Nordle stated that the only agenda item was to review the RFP responses for construction management services and determine which firms to interview. Four firms submitted responses including H. P. Cummings, E. F. Wall, DEW, and ReArch.

B. Farr distributed an email showing the magnitude of the construction management fees, based on \$3.7 million Cost of Work. She reviewed the scoring, and the firms were ranked as follows, from highest to lowest: H. P. Cummings, DEW, ReArch, and E. F. Wall. B. Farr will ask DEW and E. F. Wall to provide a breakdown of the general conditions.

A. Nelson stated that they have worked with ReArch and that ReArch is on their team. He also stated that all companies bring strength and skills to the project.

C. Viens stated that H. P. Cummings was his first choice as they have a background in historical projects, and that 20 of 27 projects came in under bid with the other 7 at the exact bid amount.

W. Shepeluk stated that all bids were close and the difference in price was not material. He felt ReArch's proposal spoke to Waterbury's project while one of the competitor's proposal was boilerplate.

C. Nordle stated that ReArch's proposal was very customized to the RFP, and that they did the best job responding to the RFP.

A discussion followed as to how many firms to interview. J. Grenier proposed interviewing H. P. Cummings, DEW, and ReArch if three firms are chosen; or just the first two if two firms are chosen. C. Nordle suggested interviewing ReArch even though they were the most expensive, because they were the most responsive.

J. Grenier made a motion to authorize B. Farr and W. Shepeluk to set up interviews with H. P. Cummings, DEW, and ReArch; and require that DEW submit a detailed breakdown of general conditions by 3:00pm on Monday June 9<sup>th</sup>. The motion was seconded by C. Viens and passed unanimously. A. Nelson suggested collecting questions for the interviews and sending them to the teams in advance. B. Farr will collect questions through 3:00pm on Monday June 9<sup>th</sup>.

There being no further business, the meeting was adjourned at 3:47pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: June 16, 2014