

Facilities Optimization Committee  
Draft Minutes  
July 7, 2020 7:00 PM  
Via Google Meets

The meeting was called to order at 7:00 PM.

**Attendance:** Rick Bertasi, Chris Spaulding, Gayle Weinstein, Richard Wolf, Rone Baldwin, Ken Edgar, Steve Ezzes, Denise Harvey Jonathan Luiz

**Approval of Minutes:** Moved to the next meeting.

**RFQ Issuance timing:** Mr. Luiz would like to add some boilerplate language. He will then put it on the Town website and the State Department of Administrative Services website. Mr. Luiz will also email to several firms recommended from colleagues. We will need to have the RFQ on the street for about 4 weeks, so August 5 will be the date to submit responses. The responses would be submitted electronically, but hard copies can be available for committee members if requested. After that, there will be a review period for committee members, followed by a meeting to review the submissions. Hopefully, there will be a consensus on who the committee would want to bring in for interviews. The committee should meet to formulate questions that will be asked of all firms. This will allow consistency of process. Virtual meetings will be set up for some time in August.

Mr. Baldwin asked if the Silver Petrucelli work will be provided. Mr. Luiz responded that the RFQ says they can request it. He will add website access to [the 2013 and 2017/2018] Silver Petrucelli documents as well as to the Town Plan of Conservation and Development.

Mr. Ezzes asked if we have a budget yet or are we waiting to see the responses first? The answer was that we are waiting to see the responses, but we did ask for an order of magnitude cost from other projects the consultants have previously worked on.

Mr. Edgar said we should use the time in the next month to put together the common set of questions we will be asking. Ms. Weinstein asked if we should put together a subcommittee? Mr. Bertasi would prefer to have everyone email their questions to him. They will then be collated and discussed at a meeting.

**RFP Preparation:** Mr. Edgar and Ms. Harvey will work with Mr. Bertasi on putting together the initial outline for the RFP.

**Any other business:** none

A motion was made by Ms. Harvey to adjourn the meeting at 7:20 Pm. Ms. Weinstein seconded the motion. The motion carried unanimously.