

Evaluation of Parks, Fields and Recreational Areas Committee Meeting

October 18, 2012, 7:30 PM

Guidance Department Conference Room

Medway High School

88 Summer Street

Minutes:

Meeting was called to order at 7:32 pm.

Attendance: Robert Reagan, Mark Diebus, Rob Pearl, Richard D’Innocenzo, Tom Holder.

Tom told the committee that the town received three formal bids in response to the RFP that was published in the Central Registry and various newspapers. Approximately 20 inquiries were received by the town after the RFP was distributed.

All three respondents will be brought in for a one hour interview, tentatively scheduled for October 29th and/or 30th.

Tom distributed a sheet listing the criteria by which the committee members shall evaluate the bids. Between now and the interviews, committee members must review each proposal. After the interviews are complete, the committee members will individually rank the bidders from 1-3. After the committee comes to an agreement on the order of preference of the proposals, the bids will be unsealed to determine each bid’s cost.

Tom said the town will keep the completed evaluation sheets for its files in the event of a protest or dispute by one of the bidders or if the Inspector General’s office wants to review them.

After the evaluation and interview process was discussed, Tom left the meeting.

Minutes from the September 19 meeting were approved and accepted unanimously.

Ross Rackliff arrived at 8:10 pm.

The group again discussed Tom’s evaluation sheet and the interview process and dates.

The meeting adjourned at 8:15 pm.

