

# **SUMMIT RESERVOIR AREA REVITALIZATION**

## **BOA NOMINATION STEP 2**

### **VILLAGE OF PHILMONT, NEW YORK**

#### **Executive Steering Committee Meeting Summary**

To: Summit Reservoir Area Revitalization BOA Exec. Steering Committee  
From: Sally Baker, PB Inc  
Re: Meeting Summary Notes – Saturday 26 January, 2013 - Meeting #5  
Date: January 27, 2013

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Meeting Location: Village of Philmont Office

Meeting Time: 9:10am – 10:20am

Meeting Attendees:

Larry Ostrander, Village of Philmont, Steering Committee Co-Chair  
Barbara Sagal, Village of Philmont, Steering Committee Co-Chair  
Sally Baker, PB Inc. SRAR Project Management & Administrator  
Jean Giblette, High Falls Gardens  
Peter Paden, Columbia County Land Conservancy  
Thomas Paino, Sustainable Architecture  
Chris Reed, Angello's Food Distribution

**Meeting Summary Notes:** 11/10/12 Approved.

#### **Summary Notes:**

Component 1 Task 1.3A) RFQ Solicitation of Consulting Services

Component 3 Task 3.1 Community Participation

This was the fourth meeting of the Summit Reservoir Area Revitalization BOA Exec. Steering Committee.

1. This meeting was primarily dedicated to the following agenda items:
  - ✓ Discussion and review of twelve consultant responses received to the RFQ
  - ✓ Discussion of the scoring method to rank RFQ consultant responses
  - ✓ Discussion of community participation techniques
2. PB Inc. distributed print copies including, the meeting agenda, the 11/10/12 meeting minutes summary, the list of consultants, the RFQ published on 01/03/13, the Q&A set#1 to the RFQ published 01/14/13, and a scoring chart to be used for evaluation of consultant responses to RFQ.
3. PB Inc. stated the RFQ was published in the NY State Contract Reporter on 01/03/13 by the Village of Philmont. The list of qualified consultants approved

by the DOS and the Executive Steering Committee in October 2012 received direct solicitations through email attaching the RFQ on 01.03/13..

4. Committee members reviewed the consultant list to record the twelve responses received in response to the RFQ.
5. Committee members reviewed and discussed the scoring chart and method for scoring consultant responses received to the RFQ. It was agreed that a 0 - 10 (0 being the lowest score, 10 being the highest score) be used for evaluation purposes using the RFQ criteria listed on the scoring chart to select 3 top-ranked firms to receive a RFP (Request for Proposal).
6. Committee members discussed the importance of public participation in the review process of selecting a consultant. It was agreed a presentation of progress be made by PB Inc at the end of the Village Board meeting on 5/13/13.

**Action Items:**

Implementing Task 1.3- Solicitation of Consultant Services

A). Evaluations of consultants responses to RFQ are to be completed by 4/13/13.

B). Exec. Steering Committee members to receive additional copies of RFQ responses obtained by PB Inc. from responding consultants listed above.. PB Inc. will notify members for pick up of copies at the Village Office

C). One full set of RFQ responses (12) will be kept at the Village Office

Next Meeting Date (s): Saturday April. 13, 2013 at 9am at the Village of Philmont office.