

**April 23, 2018  
Project Kickoff Meeting  
West Branch Dead Creek Culvert  
STP MM 18(6)  
Bridport Public Works Department**

Attendees: Dusty Huestis, David Bronson, Joan Huestis, Jonathan Ashley

The meeting began at 09:00. Topics discussed included the following:

1. Discussion of what process to use for engineer selection: ATR vs. public RFP vs. public RFQ. Shoreham recently solicited design consultant proposals (by RFP) for a culvert project and the proposals were recently received. Reportedly, Dufresne Group was selected. The ATR process is the shortest and Ande Deforge has advised that to accomplish the schedule, time-saving steps should be considered. Joan agreed there are concerns about having the project ready to construct in 2019. Dusty indicated an interest in providing an opportunity for local firms to submit proposals. David indicated cost is important and more competition (through an RFP) may result in better pricing. The RFP process allows local engineering firms to bid. Dusty made a motion to solicit the Design Consultant Services by RFP; this was seconded by David; unanimous vote in favor of the RFP process.
2. The Town meets the 2<sup>nd</sup> Monday of month so bills for the project should be submitted by the 1<sup>st</sup> week of each month. The MPM will review and submit project invoices with proof of payment from the Town to VTrans monthly for reimbursement.
3. Present company will be the Selection Committee. The committee can also include Ande Deforge (VTrans) if appropriate.
4. The MPM will finalize the RFP with input from today's meeting and send it to Ande Deforge and the Town for final review. The VTrans Hydraulic Memo will be provided with the RFP.
5. GMP will be moving the power line in the project area, assuming after the project is completed.
6. Phone goes overhead on the north side.
7. No mandatory site visit will be required for Design Consultants.
8. The weighting criteria in the draft RFP were reviewed and adjusted.
9. The due dates and review time for the Design Consultant proposals were reviewed and edited.
10. The project will be posted on the Vermont Bid System and in the Addison Independent. The MPM will post the advertisements.
11. Joan, Dusty, and David approved the minutes for the January 31, 2018 and March 12, 2018 Meetings of the Committee.

The meeting adjourned at 10:36.

Submitted by Jonathan Ashley, MPM