

**TOWN OF BARNES ROADS AND RIGHT OF WAY COMMITTEE**

January 14, 2015

All members present.

Meeting called to order at 1:05 PM.

The document “Town of Barnes – Lake Road Project Engineering Related Services” was reviewed. A motion to adopt the draft was made by Greg, seconded by Tom. A unanimous vote to accept the document was cast.

Continuing discussion regarding the selection of a consulting engineering firm for the Lake Road project: The selection will be made using the Qualification-Based Selection (QBS) process.

The following time-line was agreed on:

A letter soliciting Statements of Interest and Qualifications will be drawn and approved by January 19, 2015. These letters will be mailed to engineering firms by January 21, 2015, with a deadline for response of 12:00 noon, February 9, 2015.

This committee will review the qualification packages using the QBS process and will develop a “short list” of firms to be invited to conduct a site visit and participate in an interview process. These interviews will be conducted on Monday, March 2, 2015.

On Monday, March 9, 2015 this committee will rank these firms and select one firm to be recommended to the Town Board to be contracted with to perform the preliminary engineering phase of the Lake Road project.

Meeting adjourned at 3:30 PM