

TOWN OF BARNES ROADS AND RIGHT OF WAY COMMITTEE  
February 17, 2015

Bob Lang, Tom Emerson, Dan Stein, Greg Martin and Don Dealing present.

Meeting called to order at 10:00 AM.

A review of the results of reference checks for engineering firms interested in the Lake Road project was done. The standard was two reference checks per firm. In the case of the Cedar Corp. and NWBE, three reference checks were conducted for each firm. It was decided by a vote of 4 to 1 (Bob Lang voting no) that the numerical values of the 3 would be averaged to arrive at the result of 20 points as the maximum.

Each committee member had, prior to this meeting, reviewed the packages submitted by each of the six engineering firms, using the “Short List Evaluation Criteria – Lake Road Project,” a copy of which is attached and made a part of these minutes.

When the results were tabulated, the three firms that will be invited for interviews are:

SEH  
Morgan and Parmley, Ltd.  
N.W.B.E.

Discussion was held reviewing letters to be sent to firms that were not invited to be interviewed; and the letters to be sent inviting the three firms to be invited.

Discussion of Roads Standards for the Town of Barnes was held and the committee affirmed the decision passed at our September 8, 2014 meeting and approved by the Town Board at the December 6, 2014 meeting: “The minimum cleared width for town roads being improved, as opposed to maintained, must be a minimum of 49 ½ feet (or wider as engineering requirements would dictate.)”

Meeting adjourned at 1:20 PM.

Respectfully submitted by Don Dealing, Chair

*Following is the Short List Evaluation Criteria for the Lake Rd. project.*

Short List Evaluation Criteria – Lake Road Project – Town of Barnes 02/08/15

**Project Interest and Understanding** 5 Points Maximum

Reward a custom response tailored to our project – assuming it is “on target”

**Firms History** 5 Points Maximum

Reward a firm for longevity. Award 1 point for every 2 years of existence (up to 10 years)

**Firms Ability and Expertise** 20 Points Maximum

Reward a firm for: Sufficient Size to complete the project (5+?); Elements of Services Performed in-house; Perceived willingness to adjust their levels of service to our needs and budgets.

**Personnel Assigned to Project** 25 Points Maximum

Reward a firm for having key personnel, well trained in the proper areas, with extensive experience.

**Related Project Experience** 20 Points Maximum

Reward a firm for having amounts of previous experience in TRID or similar Local Roads projects.

**Reference Checks** 20 Points Maximum

Contact a minimum of (2) provided references having similar projects, and request a 1-10 value rating if they would use this firm again. Note and report any major complaints or other issues to the Committee.

**Physical Location of Office Providing Services** 5 Points Maximum

Rate proximity as drive time in hours (5 – “drive time” rounded to whole number equals score)

*\*If insufficient information to determine any item - insert the average value of other firms*