

## Willow Island Arts Park Planning Committee

01/05/2022 4:00 Zoom

### AGENDA

#### 1. Project status

- Where we are now
- What needs to be done

#### 2. Process

- Draft RFP for consultant, as outlined in DOS contract – ED staff
- Review RFP - committee
- Release RFP - ED staff
- Draft scoring rubric for evaluating/selecting candidates – ED staff
- Review/score applicants – committee/ED staff
- Presentations by applicants – committee/ED staff
- Selection – committee/ED staff
- Planning begins, per contract – consultant/committee/ED staff

#### 3. Timeline

- Review RFP and list provided by Leigh 12/22/21
- Release RFP 1/3/22
- Deadline for receipt of proposals 2/4/22
- To committee for review 2/7 – 2/18/22
  - Scoring rubric to be shared
- Committee meeting w/o 2/21/22 to review/select candidates
  - Select applicants for interview/presentation
- Presentations w/o 3/13?
- Decision made no later than 3/31/21

# Willow Island Park Enhancements Committee Meeting Minutes

Contract # C1001636

Date: 1/5/2022

4:00pm - 5:00pm

**Meeting Attendees:** Brooke Rouse, Sean O'Brien, Timothy L. Savage, Michael Scriminger, Carol Pynchon, Varick Chittenden, John C. Larrance, Leigh Rodriguez (Director of Economic Development)

## Project Status

Leigh Rodriguez

- Updates on Current Status
  - Preparing the Request for Proposals (RFP) for sending out to hire a design consultant for the park project
  - RFP has been drafted and shared with committee members
  - Scoring rubric has also been drafted and shared with committee members
- Concerns from members of the Tree Committee regarding the project discussed
  - Placement of items within the park needs to be carefully considered
  - Need to draw in members of the public with particular interest or knowledge relating to the project during the design phase

## Process

- Draft RFP for consultant, as outlined in DOS contract - ED Staff
  - Completed and shared with committee
- Review RFP - Committee
  - Change name of “band shell” to “multipurpose stage,” “performance space,” or something similar - should indicate the need to be covered and raised (details that will be developed during the design process)
  - Successful consultant will eventually provide the committee with three options for schematic design, which will be presented to the public
  - Once a design is selected, construction firms will be solicited to bid
  - The need to discuss design concepts with special interest groups will be added to the RFP - this should be part of the site reconnaissance and handled prior to any formal public hearings/meetings/discussions of the designs
  - Remove need for “electronic copy” on CD or thumb drive
  - Clarify (if necessary) the amount available for the project
  - Include an aerial photo and map of the site to give applicants a sense of the scale of the project
  - Will also be submitted to the DOS representative for review and comment
- Release RFP - ED Staff
- Draft scoring rubric for evaluating/selecting candidates - ED Staff
  - Based on scoring details from RFP
  - Note that each scorer is allowed several discretionary points as well
- Review applicants - Committee/ED Staff
  - All applications will be shared with the committee for review together, after the deadline has passed
  - Narrow down to 2-3 applicants for presentation based on general review
- Presentations by applicants - Committee/ED Staff
- Selection - Committee/ED Staff
  - Utilize scoring rubric implemented during presentations
- Planning begins, per contract - Consultant/Committee/ED Staff

## **Timeline**

- Review RFP and list provided by Leigh
- Release RFP - 1/10/22
- Deadline for receipt of proposals - 2/7/22
- To committee for review - 2/10/22
- Committee meeting to review/select candidates
  - Select applicants for interview/presentation
- Presentations
  - Utilize scoring rubric to determine final decision
- Decision made no later than 3/31/22
- Board approval no later than 4/30/22
- Project completion by 4/30/25

## **Other Thoughts**

- Discussion regarding contractor lists and who to solicit bids from

## **To Do & Next Meeting**

- Next Meeting will be held once proposals have been received and shared with committee