

VILLAGE OF EPHRAIM

FOUNDED 1853



VILLAGE OF EPHRAIM STREETScape AD-HOC COMMITTEE MINUTES WEDNESDAY, JANUARY 10, 2018 - 8:00 A.M.

Present: Ken Nelson- Chair, John Held, Tim Nelson, Cindy Nelson, Chuck Pearson by phone.

Staff: Brent Bristol- Administrator

Guests: Jim Peterman, Jackson Parr

**Please Note that there was a consistent banging from the beginning to the end of the tape; may have been from Pearson's phone connection.*

1. **Call to Order:** Meeting called to order by Chair K. Nelson at 8:00 A.M.
2. **Quorum:** A quorum is present for this meeting
3. **Changes in Agenda:** None
4. **Approval of 12/12/2017 minutes**

Motion per T. Nelson to accept the December 12, 2017 meeting minutes as presented, seconded by C. Nelson, all ayes and motion carried.

Minor change to minutes per K. Nelson

5. **Visitors' Comments:** None
6. **Discussion and consideration regarding RFP submittals for professional engineering services for the streetscape project.** K. Nelson mentioned the update he provided to the Board on Jan 9. Bristol mentioned that we received 3 RFP's from the Engineering Firms we solicited. McMahon has a few questions as well as NSA. Steve Parent from Baudhuin requested a list of the firms we were looking at.

The committee members each discussed their top two choices. Held preferred AECOM and SEH are in his top two, they provided the clearest time lines. C. Nelson picked the same two they provided a through project timeline. T. Nelson is concerned that McMahons schedule section was more of a discussion of sequence, more qualitative than quantitative. AECOM's schedule has the re-construction going during the re-surfacing, T. Nelson doesn't know how that's going to work and the SEH schedule was detailed although there was a glaring simple date error. T. Nelson would go with AECOM or SEH. Chuck Pearson commented that while we have worked with AECOM before he feels they were not sensitive to the Village of Ephraim. Feels they are a large organization and he is leery of trusting them. AECOM is the lowest price and McMahon who stated they had a relationship with the Village was in the middle, but they did not provide a clear schedule. SEH is the highest price. Suggested we contact Egg Harbor and inquire about McMahon. Pearson would like to know where they have failed as well as their successes. Pearson would go with McMahon or AECOM, SHE is just too far away. K. Nelson prefers AECOM or SEH in no particular order are in his top two. K. Nelson had a couple of concerns about McMahon including unclear hourly rates and experience. J. Held thinks that we need to make it clear that we want someone accessible here if something should come up. C. Nelson agrees and noted that McMahons document states a part-time project manager while AECOM and SEH's proposals denote a Project Manager. We cannot accept a part-time project manager added K. Nelson, we need a full time person. One of the things we put in the RFP was to minimize impact to our businesses only AECOM provided some suggestions on how to do that. They propose to do this in April, May and Jun and that's a good time but is it practical to do it at the same time as the re-surfacing. We can't control what the State does added C. Nelson. Pre-construction or design would be

from Apr-Jun and the actual reconstruction in the fall. Additional brief discussion concerning standards of service and the companies who provided a proposal, while the committee members decided to choose SEH more information is needed and Bristol will report back to the Committee, final decision will be made at the next meeting on Friday Jan 12, 2018 8:00AM.

~~Motion per C. Nelson to choose SEH as the Engineering firm, contingent upon additional information to be obtained by Bristol, seconded by T. Nelson, all ayes, motion carried.~~

Held will develop and provide a list of particular items of additional information we want from the Engineering Firms for Friday's meeting. We will send them the list and invite them to come up here and meet with us. Additional comments by committee members, Bristol to do reference checks and report back to the Committee on Friday, C. Nelson will not be available on Friday, Held will only be able to attend for an hour. This is the next logical step in the selection process added T. Nelson. After additional consideration

Motion per C. Nelson to rescind the previous motion, seconded by T. Nelson who rescinds his previous second, all ayes and motion to rescind previous motion carried.

7. Adjournment

Motion per T. Nelson to adjourn this meeting of the Streetscape AD Hoc Committee, seconded by J. Held, all ayes and motion carried.

Transcribed by,
Susan Shallow- Deputy Clerk