

CDAC Meeting 11.30.23

Attendees:

Shawn Murphy - CDAC
Lissa Widoff - CDAC
Walter Fuller - CDAC
Prentice Grassi - CDAC
Lex Bennett - CDAC
Steve Bennett - Selectboard
Laura Greeley - Selectboard

Agenda:

1. Review RFP, agree on final edits
2. RFP distribution plan (who else to send to)
3. Mandatory bidder site visit (who will be there besides Walter, communication protocols)
4. Next CDAC mtg - (normally would be first Wed Dec. let's revisit)
5. Bid review process and timing
6. Input from Grainne/KVCOG?

Discussion:

1. Review RFP, agree on final edits
 - a. General Assessment Review
 - i. Edit last sentence of paragraph 2 of section A.I
 - ii. Remove last sentence of paragraph 1 of section B.I
 - iii. Not going to include a budget until asked
2. RFP distribution plan (who else to send to)
 - a. Newspapers(Paper/Online)
 - b. Town Website/Facebook
 - c. KVCOG
 - d. Town Office
3. Mandatory bidder site visit (who will be there besides Walter, communication protocols)
 - a. Moved to the 15th
 - b. Steve and Walter will be there
 - c. Question Due Date moved to the 22nd
 - d. Deadline Moved to Jan 8th, 2023
4. Next CDAC mtg - (normally would be first Wed Dec. let's revisit)
 - a. 12/20/23 @6pm
5. Bid review process and timing
 - a. Will Discuss Later

Next Steps:

- Wait for Edits from KVCOG
- Lissa to consolidate all documents for RFBs into 1 PDF document for each
- Lex to get ahold of beth to figure out the website
- Get the RFBs posted to the website
- Follow Through with the RFB communications
 - Town Facebook/Website
 - Bangor Daily - Email Draft
 - Sun Journal
 - KVCOG
 - Town Office
- Send Receipts back to selectboard to be reimburse for comms
- Email Engineering Firms RFBs
- Next CDAC Meeting **12/20/23@6pm**