

CDAC meeting 2024-01-03

Agenda

1. Review and Recap Project Timeline
 - a. What we have accomplished (if needed)
 - b. Upcoming Tasks/Deadlines
 - i. **RFB Submission Deadline 1/8/24**
 - ii. **Review RFB Submissions 1/8/24-1/12/24**
 1. Do we need a meeting with the select board to review and discuss firms we would like to have an interview with?
 2. Do we need a standard criteria/rubic for determining which firms we would like to move forward with? yes
 - iii. **Scheduling Firm Interviews 1/8/24-1/12/24**
 1. Who will be scheduling the Interviews?
 2. What is their timing for being able to do the project.
 - iv. **Firm Interviews 1/15/24-1/19/24**
 1. Who will be interviewing the firms?
 2. What questions do we want to be prepared to ask? Perhaps some of these questions will come to us when we review the RFBs.
 - v. **Final Determination and Announcement 1/22/24-1/26/24**
 1. Should we share a date to meet with the selected firms to discuss next steps?
 - vi. **Extend and Establish New Deadlines for New RFB Submissions (if applicable) 1/22/24-1/26/24**
 1. Update Website RFB with new deadlines
 2. Anything else?
 - vii. **Quarterly Report Due 2/15/24**
2. Anything else? Next Steps/To-Dos?
3. Next Meeting Date

Meeting minutes 1/3/24

Attending: Lissa Widoff, Wilson Hess, Prentice Grassi, Walter Fuller, Seth Murphy

Debriefed Site visit - two firms attended, Haley-Ward (for site assessment) and Zona Power (for Solar) For future site visits, we will be more specific about location info, some confusion about exact location to meet

Discussed review of bids due next Monday 1/8/24

- In reviewing Bids
 - determine if bids qualify

- Can do a rubric or rank them
- Bid amount, if is acceptable

Process:

- We will develop a draft rubric for reviewing written materials (see below)
- Walter will email the proposals to committee on morning of Jan 9.
- Committee will meet Thursday eve 1/11/24 at 6 pm to review bids and evaluate each one using rubric (same rubric for both RFPs)
- If all meet a minimum threshold in terms of rubric, we have a presumptive winning bid
- We either continue negotiations (price, etc.) and accept as final , OR Reject bid and re-open
- If moving forward with either bid, set up meeting with firm to negotiate/interview, finalize terms
 - Meetings will likely be week of the 15th, at most two days.
 - All committee members invited
 - Aim to have at least 2 committee members attend both meetings
 - Be flexible around sched for consultants
- After we settle on terms, make rec to Selectboard
- If selectboard agrees, develop contracts

Some discussion about whether not specifying the available funding would be a complication on the part of the bidders, but it was clarified that Haley -Ward did in fact ask about the budget and it was shared. By text, Lex clarified for us that Qs asked by Haley-Ward were not also shared with Zona Power, since the RFP was different. If more than one firm had applied for each RFP, we would have shared the Qs among those applying under the same RFP

Bid Rubric draft for written bids

After determining if bid/proposal is “compliant”:

Develop rubric with these Qs and score each 1-5 (1 = poor, 5 = excellent)

- Does the firm have capacity to do the work and personnel are qualified 1-5
- Is the budget reasonable for what they are offering to do 1-5
- Can they deliver in our timeline 1-5
- Do they effectively communicate the deliverables and plan 1-5
- Do they have experience working with municipalities 1-5

Aim for at least score of 15/25

Assuming we advance these firms, then we would develop additional Qs for in person interviews, to be scheduled the following week. We will discuss next week who will setup the meetings.

Town meeting report - due by end of Jan

Lissa and Lex will draft, Wilson as back-up

Grant quarterly report - Due Feb 15

Lissa and Lex will prepare quarterly grant report to state and share with committee in advance.