

Martha's Vineyard Island Roads Committee

Minutes of Meeting 7

Date: September 18, 2014, 5:00 p.m.

Location: MVC Offices, 33 New York Avenue, Oak Bluffs

Present:

Committee Madeline Fisher (Co-Chair, MVC), Linda Sibley (Co-Chair, MVC), John Breckenridge (MVC), Stuart Fuller (Edgartown), Dan Greenbaum (Chilmark), Fred Hancock (MVC), Richard Knabel (West Tisbury), Kathy Newman (MVC), Joan Malkin (MVC), Julianne Vanderhoop (Aquinnah), Craig Whitaker (Tisbury)

MVC Staff: Priscilla Leclerc, Mark London, Bill Veno

The meeting was chaired by Madeline Fisher who opened the meeting at 5:00 p.m.

1. Membership

Madeline welcomed Julianne Vanderhoop, representing the Aquinnah Board of Selectmen.

Richard Knabel indicated that the West Tisbury Board of Selectmen had appointed Brian Smith, former MVC Commissioner and Committee member.

2. Minutes

The minutes of the September 4, 2014 were agreed to by consensus.

3. Expressions of Interest: Discussion of Engineering Firms' Submissions, Extra Questions, and Video Interviews

Video-conference interviews with the BETA Group, Howard Stein Hudson, and McCormick Taylor, were held on September 15, 2014. Participants included the Technical Committee – Stuart Fuller, Jay Grande, Mark London, Dan Greenbaum, Craig Whitaker as well as Bill Veno and Priscilla Leclerc – in addition to Committee members Madeline Fisher, Linda Sibley, and Richard Knabel.

After the interviews, members of the Technical Committee except for Craig Whitaker filled out an evaluation form based on the criteria that the Technical Committee had previously agreed to. The result had BETA most highly ranked, McCormick Taylor next, and Howard Stein Hudson last. It was noted that this analysis was only by members of the Technical Committee and was based on the assumption that all criteria had equal weighting, which is not necessarily the case.

The Committee agreed by consensus to eliminate Howard Stein Hudson from further consideration.

It was noted that the top two firms offered somewhat different advantages and disadvantages. BETA was more familiar with Massachusetts, was approved for work in the state, and had a relationship with MassDOT. McCormick Taylor had a broader experience in carrying out comprehensive scenic roads studies and preparing manuals.

Mark London and Fred Hancock pointed out that at this time, there were no funds for a large study. Also, the MVC needs to clarify the procurement procedure that applies in this situation. It might be that contracting for engineering services for this type of work might fall between the cracks of two Commonwealth procurement procedures for public agencies, namely the *Chapter 30B Manual*:

Procuring Supplies, Services and Real Property (based on *The Uniform Procurement Act*, MGL Chapter 30B) and *Designing and Constructing Public Facilities*. Fred and Mark said that in any case, they would recommend that the MVC follow the requirements of Chapter 30B, which it always has done in the past. This would require, after funding was secured, issuing a Request for Proposals to at least three potential bidders for contracts between \$10,000 and \$35,000, and for open bidding for contracts over \$35,000. This had been spelled out in the Request for Expressions of Interest. It should be relatively easy for the firms who already presented Expressions of Interest to resubmit if and when the MVC issues an RFP.

Mark London raise the possibility that the MVC use the limited funds presently or potentially at its disposal in the short term, namely \$5,000 to \$10,000, to hire a firm to work with us on the scope of services that could be used in an RFP. The funds to bring the total up to \$10,000 will depend on MassDOT approval, which might take a little time to secure. Based on McCormick Taylor's broader experience with carrying out comprehensive scenic roads studies and preparing manuals, it might make sense to hire them for this work. This effort could be informed by the ongoing efforts of the working groups. The scope should include identifying possible funding sources for implementation. It should identify the needs for data collection, some of which could be started before the full study begins.

For smaller transportation studies, it is up to the towns, MassDOT and the MVC to decide who they want to hire for specific projects. McCormick Taylor expressed reluctance to take these on, unless it was in relation to a larger study. Of the Massachusetts firms, the Request for Expressions of Interest process indicated that BETA had the best combination of transportation and planning/landscaping experience.

Richard Knabel moved and it was duly seconded that the Island Roads Committee recommend to the MVC that it hire McCormick Taylor for a contract of under \$10,000 to work on a scope of services for a comprehensive study and manual of scenic roads. In favor: 8. Opposed: 0. Abstentions: 1. The motion carried "by consensus".

Mark London will contact McCormick Taylor to follow up, and will inform the other firms.

4. Working Groups: Presentation of Mission Statements

Each of the four work groups met and prepared draft mission statements, which were distributed to the Committee. The Committee members will read them over and discuss them at the next meeting. After the full Committee is satisfied, the overall mission and mission by topic should be made public and sent to the towns.

The working groups could meet again before the next full Committee to discuss what it needs to investigate and possible short-term actions, such as identifying the highest priorities of what to protect and problems to fix. They could focus on low-hanging fruit, actions that could be achieved in the short term, which would give the whole process momentum and help in raising funds for the larger study. Different working groups might approach things differently. Mark will send out possible meeting dates based on their previous meeting dates. It is up to each group to decide whether it wants to meet, when, and what its agenda would be.

5. Next Meeting

The next meeting of the Island Roads Committee is tentatively set for Thursday, October 16, 2014 at 5:00 p.m. It would be desirable to meet or have a videoconference with the consultants if this can be arranged; the Committee meeting date might be changed to accommodate this if necessary.