

## Long Sands Bathhouse Committee Meeting Minutes

December 13, 2016

Present: Jim Bartlett, Mike Sullivan, Dean Lessard, Dylan Smith, Stu Dawson, Jim Smith, Nan Graves, Brenda Knapp, Steve Bradstreet

The RFQ was approved by the Board of Selectmen.

The deadline for contractors to submit questions in writing is December 30, 2016.

The proposal deadline is January 6, 2017 and will be opened at Town Hall.

The Committee will deal directly with the contractor. Mike will be the contact for questions or concerns.

The main discussion centered around the questions that should be asked of the contractors so that the Committee will be clear on all aspects of the project.

- Should questions be based on the site plan or architectural plan?
- Will sub-contractors will be involved with the project?
- The importance of the bidding process issues
- Can the bathhouse be built with the existing budget to meet the new capacity?
- Will there be changes that will affect the permits that are already in place?
- What are the contractor's qualifications? Experience? References? Example(s) of project(s) similar to the bathhouse?
- Should the Town pay a nominal fee to the contractors for their time?
- How would a perspective contractor handle cost control? Problems?
- Is the contractor comfortable working on a high-profile project? Have they ever worked on a Municipality project? What are their expectations?
- What is the process for costing out a project? Electrical? Plumbing?
- What is the contractor's level of involvement?
- How can the Town help with the project? Equipment? Manpower?
- Does the contractor see any opportunities to save money on the project?

The Committee chose to make informal phone calls to perspective contractors rather than hold a meeting to inform them about the project. Ransom will advertise the RFP in the Bangor, Portland, Manchester and Portsmouth newspapers. The information will be posted on the Town website as well.

The contractor interview process will be open to the Committee members and will be held at the Grant House. Interview times will be announced once they have been scheduled. The Committee will choose a few members who will ask the questions.

The answers to the interview questions will be compared to aid in determining the award.

Experience and design will be most important when choosing a contractor.

The next Committee meeting will be held on January 11, 2017 at 5:00pm at the York Library.