

Lake Auburn Study RFP Workgroup Agenda September 22, 2020

Workgroup Members:

Councilor Belinda Gerry, Councilor Brian Carrier, Trustee Mary Sylvester, Trustee Jason Pawlina; Staff: City Manager Phil Crowell, AWD Superintendent Sid Hazelton, and Facility Manager Derek Boulanger

Purpose:

Develop a Request for Proposal (RFP) for a study that will have the following outcomes, as it pertains to impact:

1. Economically
2. Environmentally
3. Regulatory
4. Community

Timeline:

- September 8th – city council appoints representatives along with the AWD Trustees
- October 19th – the workgroup will present to the City Council the RFP for approval
- November 2nd – council will adopt the RFP
- November and December – the workgroup will review and interview respondents
- January 4, 2021 – the city council will vote to accept the workgroup recommendation

September 22, 2020 – workgroup meets to establish meeting schedule, framework for the RFP development, assignments for work completion.

Lake Auburn Study RFP Workgroup Minutes September 22, 2020

Workgroup Members Present:

Councilor Belinda Gerry, Councilor Brian Carrier, Trustee Mary Sylvester, Trustee Jason Pawlina; Staff: City Manager Phil Crowell, AWD Assistant Superintendent Mike Broadbent, and Facility Manager Derek Boulanger

Absent: Superintendent Sid Hazelton

Timeline:

- September 8th – city council appoints representatives along with the AWD Trustees
- September 22nd workgroups first meeting
- September 28th – 7:30 am meeting at Auburn Hall (zoom available if needed)
- October 5th – 7:30 am meeting at Auburn Hall (zoom available if needed)
- October 12th – 7:30 am meeting at Auburn Hall (zoom available if needed)
- October 19th – the workgroup will present to the City Council the RFP
- November 2nd – council adopts the RFP
- November and December – the workgroup will review and interview respondents
- January 4, 2021 – the city council will vote to accept the workgroup recommendation

Action:

- Agreed on the above timeline.
- Reviewed the draft RFP completed in 2013.
- Decided to use this RFP as a template.
- Started drafting the consultant goals and objectives for regulatory impacts
- 9/28 review the draft goals and objectives for regulatory and begin drafting economic impact. Please send Phil any recommendations by the end of day on Thursday, September 24th.
- Draft RFP will be emailed to the group.