

DRAFT

Meeting Notes- March 28, 2006

RFQ Task Team- Boardman River Dams Study

Lab Room- Hagerty Center

1. The meeting was called to order at approximately 6:15 pm. Those in attendance were Sarah Johnston, Steve Largent, Mark Johnson, Rob Beardsley, Tom Wertz, Pete Zirnhelt, Jack Murray, Kevin McElyea, Jim Pawloski and Mike Donahue (facilitator/ technical coordinator).
2. Mike Donahue distributed an agenda and identified key objectives as discussing the status of the RFQ response; addressing issues/ sharing advice; agreeing on a process for developing Task Team recommendations; reviewing the Task Team presentation to the Dams Committee; and reviewing upcoming tasks and timelines.
3. The meeting notes from the March 28 meeting were approved as presented.
4. Task Team members reported on progress in reviewing the 12 RFQ response submittals. Most members had reviewed at least four submittals and progress was considered to be quite good. No problems in meeting the completion deadline were anticipated.
5. Mike Donahue offered advice and observations with regard to the review process. He noted that consistency in approach was the most critical component- each submittal needed to be fairly and objectively evaluated using the same approach as all others. He recommended that all submittals be read before scoring, and that an overall review of comments and scores should take place after all submittals had been evaluated, as scoring may need to be adjusted. Task Team members then shared their individual approaches to the evaluation process. They also reiterated a request that Mike Donahue undertake the evaluation process for reference checks (Section 6.0 on the scoring sheets), given the time consuming nature of this task and the need to avoid redundancy.
6. The Task Team asked Mike Donahue to develop a summary sheet of all reviewer scores, and an associated analysis that would help the Task Team reach conclusions and develop recommendations. Donahue agreed to provide this, along with scoring sheets that consolidated all written comments provided by the reviewers.
7. The Task team agreed that it would develop recommendations at its April 25 meeting for presentation to the Implementation Team. This would include a recommendation on one or more consultant teams best suited to conduct the

- engineering and feasibility study and, possibly, additional recommendation as to the selection process and any continuing role for the Task Team.
8. Mike Donahue reviewed the highlights of a PowerPoint presentation that Jim Pawloski would present, that evening, to the Dams Committee. The presentation consisted of an update on RFQ Task Team activities, accomplishments and upcoming tasks.
 9. Upcoming tasks and timelines were discussed. All evaluation forms are to be received by Mike Donahue (via email, U.S. mail or fax) by end of business Tuesday, April 18. Donahue will consolidate, analyze, package and distribute material to the Task Team by end of business Friday, April 21. The next Task Team meeting, set for April 25, will focus on selection of the preferred consultant team(s) and the development of associated recommendations for the Implementation Team. These recommendations would be presented to the Implementation Team by May 1.
 10. Under “Other Business,” Mark Johnson suggested that the Task Team and, more generally, the Dams Committee, might benefit from a presentation on the “Qualifications- Based Selection” process for RFQ and RFP review and contractor selection. The Task team agreed that the suggestion should be presented at the Dams Committee meeting that evening for discussion and action.
 11. Hearing no further business, the meeting was adjourned at approximately 7:45 pm.

Respectfully Submitted:

Michael J. Donahue. Ph.D.
Technical Coordinator