

BARNSTABLE MUNICIPAL AIRPORT BOARDMAN-POLANDO FIELD

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Katie R. Servis, Airport Manager
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Barnstable Municipal
Airport Commission:

John T. Griffin, Jr.,
Chairman

Stephen P. Cobb,
Vice Chairman

James DellaMorte,
Clerk

Elizabeth Young,
Commissioner

Zachary Lesinski,
Commissioner

Joseph J. Berlandi,
Commissioner

Norman Weill,
Commissioner

BARNSTABLE MUNICIPAL AIRPORT COMMISSION MINUTES OF THE SPECIAL SESSION WEDNESDAY, October 31, 2018

Commissioners Present:

John T. Griffin, Jr., Chairman, Stephen P. Cobb, Vice Chair, Joseph Berlandi, Zachery Lesinski and Norman Weill. The meeting was held at the Barnstable Municipal Airport in the Airport Conference Room, 480 Barnstable Rd., Hyannis, MA.

Commissioners not present:

James DellaMorte, Clerk and Elizabeth Young

Yarmouth Representative:

Not present

Airport Staff Present:

Katie R. Servis, Airport Manager, Matthew Elia, Assistant Airport Manager, Suzanne Kennedy, Executive Assistant to the Airport Manager

Public Members:

Bob Mallard, Airport Solutions Group, Bill Richardson and David Chamberlain, Jacobs Engineering, Kevin Klein, Stantec, Brian L. Smith, McFarland Johnson, and Johanna Boucher, Town of Barnstable Procurement

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:00 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

Johanna Boucher, Chief Procurement Officer, reviewed the Town of Barnstable Request for Proposal (RFP) process:

- An Evaluation Committee is appointed by the Chief Procurement Officer.
- The RFP process allows both the Technical and Financial aspects of proposals to be reviewed.
- The proposals are evaluated and rated by the committee members independently, and then the committee meets and reviews them together and then interviews are scheduled.
- Specific information will be requested at the interviews and then another ranking will be done on a cumulative process of the technical evaluation and interview.
- A recommendation of award is then made on behalf of the Evaluation Committee to the Airport Commission.
- The Airport Commission will then review and approve the selection.

BMA1018-01S- Discussion and Approval of the Recommendation of Award for On-Call Engineering Consultant Services

MOTION to approve the recommendation of the Evaluation Committee to award the On-Call Engineering Services to Airport Solutions Group. A formal Contract will be drawn up based upon the terms of the Proposal and RFP documents subject to final approval by the Barnstable Municipal Airport Commission. **SPONSOR:** Evaluation Committee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Cobb, and seconded by Commissioner Berlandi.

- Manager Servis stated she has worked with many of the applicants over the years so this was not an easy decision.
- The Evaluation Committee unanimously chose Airport Solutions Group as the most highly advantageous firm for the On-Call Engineering Consultant services for the Barnstable Municipal Airport.
- The Airport has worked with Jacobs Engineering Group for a very long time. Their expertise and commitment to the airport has been valued and many projects have been completed over these years. This should not go unnoticed.
- The teams were so close in the ranking that Manager Servis provided more details of the process.
- The technical merit rating portion was ranked as follows based upon the criteria in the RFP:
 - Airport Solutions Group
 - Jacobs Engineering Group
 - Stantec
 - Hoyle Tanner & Associates
- After the interview process the order of ranking remained the same.
- During the interview process the Airport Solutions Group (ASG) responses to key questions were very project specific, staff related, and focused on value engineering and cost estimation. They demonstrated that they have the capacity to take on the upcoming projects for Hyannis. One of the key factors was that they highlighted value engineering and cost estimation examples and provided information on losses, wins, and lessons learned that in the end showed that they moved toward improving their estimating process by giving their reasons their solutions and their implementation.
- Manager Servis reviewed the list of values that warranted the selection of Airport Solutions Group of Burlington, Ma.
- Bob Mallard, ASG, was thrilled to be selected and appreciates the opportunity. He knows that Jacobs has done a great job for many years and he hopes to continue a great relationship being the Airport's consultant.
- Manager Servis stated that if any of the firms want more detailed information on the selection process or comments on the proposals they could set up a meeting with herself and Assistant Manager Elia and she would be happy to provide details on that information.
- This agenda item was unanimously approved by verbal vote.

BMA1018-02S- Discussion and Approval of the Recommendation of Award for On-Call Planning Consultant Services

MOTION to approve the recommendation of the Evaluation Committee to award the On-Call Planning Services to McFarland Johnson. A formal Contract will be drawn up based upon the terms of the Proposal and RFP documents subject to final approval by the Barnstable Municipal Airport Commission. **SPONSOR:** Evaluation Committee
(May be acted upon)

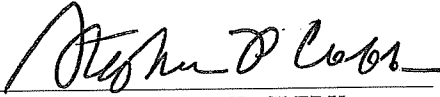
- This agenda item was moved and read by Commissioner Cobb, and seconded by Commissioner Berlandi.
- Again this was a hard decision for the Evaluation Committee.
- Manager Servis thanked Jacobs Engineering for the time that they have dedicated to the Airport. Their planning staff has always been available to the airport and has always responded to the Airport's needs.
- The technical merit rating portion was ranked as follows based upon the criteria in the RFP:
 - Hoyle Tanner & Associated
 - Jacobs Engineering Group
 - McFarland Johnson
- After the presentation interview the ranking was:
 - McFarland Johnson
 - Jacobs Engineering Group
 - Hoyle Tanner & Associated
- All firms provided an excellent range of services.
- McFarland Johnson was able to give project specific answers to questions for the planning staff to respond to. They were focused on Airport goals in the Airport's Business Plan and the capability of their staff to be able to meet the goals. In a nut shell, they showed us fireworks during the presentation. Their new and innovative Dynamic Analysis Tool (DAT) will take the master plan and make it into a living document. Information can be plugged in, and the capabilities and improvements that would be needed will change accordingly. This is a web based tool that would be available to the airport for other applications as well. This information comes with the services provided at no extra cost. Their ability to show how their skills match our needs is timely. Their presentation was very detailed and favorable references were given.
- Their local office is in Westford, Ma.
- Brian Smith, McFarland Johnson, thanked the Commission and is thrilled to be working with the Airport and is looking forward to be working with ASG and Jacobs in the future.

Chairman Griffin thanked the Evaluation team. Johanna Boucher thanked Steve and Matt and Katie for all their work on the long, labor intensive evaluation process. She was impressed with their work and detail during the process.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 4:22 PM

The next meeting will be held on November 27, 2018.



JAMES DELLAMORTE, CLERK

STEPHEN P COBIS
VICE CHAIRMAN

