

U&D Corridor Advisory Committee

Meeting Minutes

DATE & TIME: September 1, 2015 – 6:30
LOCATION: Karen L. Binder Library
PRESIDING OFFICER: Chairman Tracey Bartels
LEGISLATIVE STAFF: Fawn A. Tantillo, Sr. Legislative Employee
PRESENT: Legislators Herbert Litts, III Lynn Archer, Carl Belfiglio, David Donaldson, Manna Jo Greene (arrived 6:48), James Maloney, Jeanette Provenzano and Kenneth Ronk, Jr.
ABSENT: None
QUORUM PRESENT: Yes
OTHER ATTENDEES: Chris White, Deputy Director of Planning; Ernie Hunt, Catskill Mountain Railroad; John Grossbohlín, City of Kingston Complete Streets; Kathy Nolan Ulster County Trails Advisory Committee and Ulster County Tourism Advisory Board; Nick Mercurio; Meg Carey; Fred Kurts; Lynn Ruttenhouse, Taxpayer.

Chairman Bartels called the meeting to order at 6:30 PM.

Motion No 1: Approving the minutes August 4, 2015 as presented.
Motion Made By: Legislator Belfiglio
Motion Seconded By: Legislator Ronk
Roll Call Vote: No
Voting In Favor: Legislators Bartels, Litts, Archer, Belfiglio, Donaldson, Greene, Maloney, Provenzano and Ronk
Voting Against: None
No. of Votes in Favor: 9
No. of Votes Against: 0
Disposition: Approved

Request for Proposal (RFP) Scoring and Timeline

Chairman Bartels introduced a memorandum from Carol Armstrong, Senior Buyer, Ulster County Purchasing, regarding the upcoming scoring of RFP replies. She reported that as of today one firm had expressed interest and other firms have asked questions. She discussed

guidelines for scoring and the importance of completing the process even if they only had one firm reply.

Chairman Bartels then asked members to review the scoring sheets. Committee members discussed and quickly agreed on the weigh they felt each section should receive.

Motion No 1: Establishing the maximum points for various sections of the Scoring sheet for the RFP to hire a consultant as follows:

1. OVERALL PLAN TO PROVIDE REQUIRED SERVICES - Maximum: 30 points
2. FEE/PRICING PROPOSAL - Maximum: 15 points
3. QUALIFICATIONS AND EXPERIENCE - Maximum: 30 points
4. UNDERSTANDING OF COUNTY'S GOALS AND OBJECTIVES - Maximum: 20 points
5. LOCAL ECONOMIC DEVELOPMENT - 5 points max

Motion Made By: Legislator Archer
Motion Seconded By: Legislator Ronk
Roll Call Vote: No
Voting In Favor: Legislators Bartels, Litts, Archer, Belfiglio, Donaldson, Maloney, Provenzano and Ronk
Voting Against: None
No. of Votes in Favor: 8
No. of Votes Against: 0
Disposition: Approved

The committee discussed and clarified various issues and questions about the scoring sheet criteria.

Chairman Bartels discussed confidentiality and emphasized that members of the committee should not discuss the RFP proposals, scoring or any other information about the RFPs with anyone, even each other, until they discuss it together in executive session and/or sessions. She noted that members may contact Marc Rider or Carol Armstrong in the Purchasing Department with any technical questions. The RFP proposals, scoring sheets and notes will be available to the public after the contract is awarded. All members signed nondisclosure statements provided by the Purchasing Department.

Chairman Bartels noted the RFP responses are due by 5:00 on Thursday, September 3 and would be prepared for distribution Friday, September 4. She will have an email sent on Thursday afternoon to let the members know how many RFP proposals to expect to allow them to adjust their schedules.

Chairman Bartels reminded the members of the short time frame they have to complete the review, scoring and possible interviews. The members discussed various meeting dates and scheduling issues. Chairman Bartels will finalize the schedule and let the committee members know as soon as possible when they will meet to begin scoring the RFP proposals.

New Business

Legislator Donaldson suggested a Request for Information and/or Interest regarding the continued operation of a tourist railroad be broadcast to see what potential interest there is.

The committee had a lengthy discussion about the need for and timing of an RFI. It was suggested that such a request would be better coming from the Railroad Advisory Committee.

There being no further business before the Committee, a motion was made by Legislator Ronk, seconded by Legislator Maloney and carried to adjourn the meeting at 7:35 PM.

Respectfully submitted this 2nd day of September, 2015

Fawn A. Tantillo, Senior Legislative Employee

Minutes Approved on September 1, 2015.