

Qualifications Based Selection (QBS)

Agreed Process:

- a. DEP reviews and signs off on our Legal Notice
- b. Ad runs in Republican American on Monday, August 2
- c. Copy of Legal Notice – RFQ emailed to American Council of Engineering Companies of Connecticut (Paul Brady) on August 2 who forwarded it to all ACEC member firms the same day.
- d. Agreed Selection Committee would comprise Ray Turri (President), Jim Mersfelder (Operations Committee Chairman), Chip Roraback (Planning Committee), Ken Green (Planning Committee Chairman), Richard Reis (Finance Committee Chairman, and Charles Ekstrom (Plant Manager). Ray will extend the invitation to Charles and Richard.
- e. Discussed and established preliminary evaluation criteria for selecting a consultant. Evaluation Form with criteria will be circulated for further review.
- f. Agreed to invite Ann Straut-Esden from the DEP to participate in the selection process. Ray to extend invitation.
- g. Packages from consultants come in over 2 weeks.
- h. Selection Committee meets on Monday, August 16 at 3:00 pm to pare down respondents to final 3 firms
- i. Notify final 3 firms on evening of August 16
- j. Arrange group site visit during week of August 16 (Ray and Jim to handle) and provide firms with information package, evaluation criteria and draft scope of services. Check references of finalists.
- k. Interview final 3 firms on Monday, August 23
- l. Using evaluation forms, rank order final 3 firms
- m. Select consultant and notify all 3 firms of results
- n. Negotiate scope, contract terms and fee with selected firm
- o. Keep DEP & WLSD Board informed and/or involved along the way.

Ken Green
August 2, 2010