

## **WEST WINDSOR WASTEWATER/WATER COMMITTEE**

### **MINUTES OF FEBRUARY 3, 2011**

The meeting was called to order at 6:31 by Chairman Keiller. Also present were Glenn Seward, Rudy Gross, Win Johnson, Elvin Kaplin and Barbara Truex.

There were no additions/changes to the agenda.

Proposals from the four engineering firms who responded to the RFP were distributed to the committee members. The firms submitting proposals were: Leach Engineering Consultants (partnering with Engineering Ventures), Phelps Engineering, Inc, Aldrich + Elliott, PC, and Dufresne Group Consulting Engineers (partnering with Stone Environmental Inc).

After a brief discussion, the committee agreed to use the evaluation criteria distributed for review prior to the meeting to assess the quality of the proposals. At Al's suggestion, each committee member will send the rating sheets for each firm as a document labeled with both the firm and reviewer's names. Al will collate the results.

It was further agreed that the reference checks would be completed in the same manner using the evaluation forms previously reviewed. The following are the reference check assignments: Win/Leach, Barbara/ Dufresne, Elvin/Phelps and Al/Aldrich+Elliot.

All evaluations will be sent to Al prior to our next meeting on Feb. 17. Most reference checks should have been completed by then.

**NEXT MEETING: FEB. 17 AT 6:30**

Respectfully submitted,

Barbara Truex