

Minutes of the  
Subcommittee for RFP Requirements for Long Term Planning Consultant  
April 29, 2014

The meeting was called to order at 7:00 p.m. at the Administration Building with the following in attendance: Karen Bachus, Jennifer Ahearn, Camille Vella-Wilkinson, Neena Savage, Cheryl Maynard, Jennifer Mann, Celeste Mullane, Mary Indevai

Review of Minutes presented for the March 15<sup>th</sup> minutes. Ms. Vella-Wilkinson requested that the Mayor's name not appear in the heading for the Minutes of March 15<sup>th</sup>, so as not to confuse people. He is not a member of the committee, but attended that meeting for informational purposes. Ms. Savage corrected the spelling of her first name "Neena." The spelling of Dean Burdon's name was also corrected.

MOTION 2014-3: Moved by Ms. Vella-Wilkinson, seconded by Ms. Ahearn, to accept the Minutes as amended.

MOTION PASSES

**New business:**

Jennifer Mann and Neena Savage each presented portions of RFP drafts they had created. Ms. Mann explained it would be easier for the subcommittee to work on a document that was already created as opposed to writing one as a group. Ms. Savage had drafted a mission statement which included process, goals and deliverables. She commented that the goal of the subcommittee is to develop a detailed RFP that provides that the bidding entity will provide an analysis of the optimal educational goals for City of Warwick students in grades K through 12 for the next five, 10, 15 and 20 years. The scope of the RFP and the work of the successful bidder will be outlined by the subcommittee in order to ensure that comprehensive plans and processes are provided by the successful bidder. She saw the goal of the subcommittee as guiding the RFP process. There was also discussion of coming up with a list of evaluation questions for the consultants that respond to the RFP and how involved or available the subcommittee would be after the RFP is sent out.

Ms. Mann said she used the city's Comprehensive Plan and the Warwick School District's Strategic Plan as a resource when drafting her document. She felt it would be helpful to have someone from the school administration or the business office available to make sure all requirements for an RFP from the school department are accounted for. Ms. Vella-Wilkinson questioned if weighting would continue. Ms. Ahearn pointed out that the weighting system comes from a contract with the unions, and it would be good to hire a consultant with knowledge of contracts to ensure those areas are met properly during the evaluation. It was suggested that either Mr. Ferrucci or Mr. Place of the business office be approached to review the guidelines.

After further discussion, it was decided that Ms. Mann and Ms. Savage would get together and combine their two documents and send it to each subcommittee member for review and discussion at the next meeting. Ms. Ahearn said another subcommittee member, Dean Burdon, a CPA with a great deal of experience writing RFPs, had provided a draft and she would send his draft to Ms. Mann and Ms. Savage.

There are many elements to be considered in proposals to provide a facility master plan, which would include facilities assessment, space planning, enrollment projections, cost estimating, cost benefit analysis, facility closure, new construction and site acquisition. Curriculum should be imbedded as well as project scope and deliverables. Ms. Ahearn added that the school district has completed studies that would not need to be repeated and those should be listed and provided within the RFP. Some of these

deliverables were completed by the long-term facilities planning committee. Ms. Ahearn spoke to getting some involvement from school administrators in the process to ensure that the educational goals of the Warwick School District will be reflected. Ms. Vella-Wilkinson would be able to speak to the city's Comprehensive Plan, which was approved by the City Council, to ensure the future vision for the city is also represented, if necessary. She offered to bring in her materials related to the city's Comprehensive Plan, including their RFP, if that could be helpful. It was also suggested that perhaps we could look into what other communities have done. Ms. Savage said there a lot of grants out there for cities with diminishing populations.

At the next meeting, the subcommittee would like to have working draft of the RFP, a list of consultants used previously by the city and other school districts, a collection of studies completed by the School Department in recent years, and a copy of the city's Comprehensive Plan as well as the Warwick Public School's Strategic Plan.

### **General Public comments:**

Ken Generuex, a special education teacher at the high school level, said we have to define our goals from an educational point of view. The weighting system does our students a disservice academically. Students' academic needs are not being met and teachers cannot support the student that really needs help with student weighting requirements. Weighting is antiquated; technology has no leader; half of our computers are XP and unsupported, and there are not enough computers. He asked if the subcommittee will asked the consultant to "give us vision" as opposed to "this is our vision help us along." David Testa requested that the Career and Technical Center be included. He said the program is great but too small and expanding should be addressed. Tom Flanders said he hoped that the athletic fields and programs would be looked at. If our facilities are improved, there is opportunity for use by various recreation leagues. He also commented about using artificial turf, which would save money on cutting and watering grass, especially since the fields get no rest between sports.

The following meetings are scheduled: May 6, May 20, May 27, and June 3

Ms. Maynard said she thought that Mark Carruolo and the Mayor should be invited to the meetings.

MOTION 2014-4: Moved by Ms. Vella-Wilkinson, seconded by Ms. Mann,  
to adjourn the meeting.

MOTION PASSES

### **Meeting adjourned at 8:30 p.m.**

**The above minutes of 4/29/14 were approved at the May 6, 2014 meeting with the following amendments:** adding Mary Iadevai name; correcting the word "contact" to "contract," and to add the request for creating a mailing list and list of committee members and contact information to share. It was also requested that the following logistical questions for RFP Development/Selection Process be added, i.e.:

1. Who is the key person responsible for coordinating the development, distribution and receipt of the RFP?
2. Who will be the key contact for answering RFP questions?
3. Who/how will qualified consultants be identified and requested to bid?
4. Who will be responsible for evaluating and ranking the responses to the RFP?
5. What statutes and/or procurement guidelines must be followed in developing the RFP?
6. Who will be responsible for final selection?