

Minutes

Camden Town Council

Interview and Selection Process

Downtown Revitalization Architect/Engineer Submittals

February 19, 2009

In preparation for the meeting, the Council members were given scoring sheets and a list of possible questions for the interviewees. The members assigned a uniform weight point to the question categories.

The Camden Town Council met at 6:30 pm in the Camden Town Office to interview two firms selected during the Request for Qualifications process on February 12th, 2009 for the “Revitalization of Downtown Camden” planning process. Present were Council President Pete Wagoner, Richard Fite, Andy Kelly and Clerk-Treasurer Pat Casserly.

Mr. Wagoner stated the Council had gone through the RFQ scoring process and Ratio was one of the finalists. Mr. Peter Fritz, Ratio, was the first firm to be interviewed. It was explained the firm is multi-disciplinary, has 25 years in planning experience, and is qualified in the design and bid process. They have worked in several small communities and develop plans that can be broken down into small, manageable projects to be completed as funding is sought and secured. The plan developed will be specific to Camden; will have an action process, follow-up steps and cost to implement. Mr. Fritz presented examples of work done for other communities similar in size to Camden. When asked the greatest challenge, Mr. Fritz stated it is to prioritize the needs to meet the money – a plan will have a series of phases and then grant funds are sought.

Mr. Wagoner asked to what extent the company becomes in securing funds for the project. Mr. Fritz stated the Ratio has helped secure funds through the transportation enhancement (INDOT) on two occasions and would meet with INDOT to discuss the project since their approval would be needed. Camden’s “point person” and project manager would be Mr. Fritz and perhaps one other person.

If they are awarded the contract, the company has a four step process to proceed. A steering committee of 8 – 10 people would be created to help with the process and encourage community involvement. The firm does not have a civil engineer but does have landscape architects. Since this is still in the planning stages Mr. Fritz felt they could handle it. If an engineer is required, they will call someone in.

Mr. Fritz concluded his remarks and was thanked for coming.

Following a short break, Ken Smith and Brad Cline of Municipal Civil Corporation presented their plan. Their firm has three full time employees and will hire others as

needed for the project. Mr. Smith has assisted Camden with numerous projects since 1996. The company has completed plans for Brookston and Gas City and has a current project for Oxford.

Mr. Smith is ready to begin the planning process as soon as he is selected and would start with an aerial view of Camden. When asked about funding he offered numerous suggestions on sources: stimulus package, OCRA, INDOT and local grants. The downtown project is already on INDOT's enhancement list. The Town has site control and the environmental review would not be too involved. No permits are required.

The approach taken would involve the downtown, the two entrances and the town's corridor. An east/west gateway would be one feature. He also suggested decorative cross walks, brick planters, a marquee, town clock, lighting, replace sidewalks as needed and a pedestrian pole for the fire department. The town center would have decorative cement sidewalks, ADA crosswalks, and a parking area with brick pavers. The lighting would be LED which may save up to 64% on energy cost. Another option would be sodium vapor lighting. The improved infrastructure would improve the public safety. A representative group of citizens would serve as an ad hoc committee to voice the community wants and needs. Material and supplies for the project would be bought as local as possible.

Mr. Smith concluded his remarks and was thanked for attending.

The Council members then assigned their individual rating to each of the categories for the two firms. The Clerk-Treasurer calculated the scores and transferred the scores to the interview evaluation sheet for tallying. Ratio's score was 867; Municipal Civil Corporation score was 1093. Mr. Fritz and Mr. Smith will be contacted by mail as to the results.

Meeting adjourned at 7:45.

Camden Town Council

Peter F. Wagoner, President

Richard Fite, Vice-President

Andrew Kelly, Member

ATTEST:

P.A. Casserly
Clerk-Treasurer