

**MINUTES
BLUE RIBBON COMMITTEE ON
AFRICAN BURIAL GROUND
(CHESTNUT STREET)**

Tuesday, January 16, 2007
at 4:40 p.m.
held at the
Conference Room A, City Hall

Meeting commenced at 4:40 p.m.

Members in attendance were: Councilor John W. Hynes, Chair, Mary Bailey and Vernis Jackson (via telephone).

Valerie Cunningham arrived at 4:50 p.m.

Councilor Laura Pantelakos, Jim Splaine and Jack McGee were unable to attend the meeting.

[Public Works Director Steve Parkinson, and Suzanne M. Woodland (Ex-officio members)]

Also attending were Deputy City Manager Cindy Hayden, David Moore of Community Development Department, State Archeologist Richard Boisvert and Sue Cobbler Art Speak Coordinator.

David Moore reviewed the RFP process and the steps taken to date. The interview team consisted of Valerie Cunningham, Mary Bailey, Steve Parkinson and himself. On January 10, 2007, the interview team interviewed and evaluated four firms.

Mary Bailey indicated that one firm stood out above the rest; Stantec. The firm had an appreciation for the history of the project. It understood the importance of the project to the community. The firm brought six members of the team to the interview. They were enthusiastic. One of the consultants to the project, Jerri Anne Bogis, is the Founder and Director of the Harriet Wilson Project in Milford, New Hampshire. The firm had also engaged as a consultant for this project an individual who worked on the African Burial Memorial Site in New York City. The firm could meet the proposed schedule. They understood the educational component of the project and discussed involving schools and all stake holders in the collaborative process.

Steve Parkinson indicated that since this was an RFP process price was not a determinative factor. That stated, the Stantec price proposal was reasonable. It was neither the highest nor lowest. He felt that Stantec could meet the City's schedule and move the project along expeditiously. He too felt that of the four firms interviewed, Stantec was the best.

Vernis Jackson asked a question with regard to the being able to hold Stantec to the competitive price submitted.

David Moore explained that the City would be using Stantec's price proposal to formulate a contract and that price proposal with the various tasks listed would form the framework for a contract and future negotiations. He also indicated he was still checking references and would report back if he had any concerns.

Vernis Jackson indicated that although she was unable to attend the interviews herself, she reviewed the four written proposals submitted by the firms and that Stantec's stood out. It reflected the ideas of the committee. The firm clearly had the most comparable experience on projects of a similar nature. She was impressed with the tasks that they had set out in their proposal in that they would perform the function of educating the public about the site while in the process getting the public's input.

Mr. Boisvert, State Archeologist, reminded the Committee and the City that whatever consultant is chosen needs to work with his office. In particular the consultant should make sure that there is enough room (volume) in the design so as to reinter. It will also be important not to disturb any additional remains during the construction.

Valerie Cunningham indicated that she fully supported the selection of Stantec. That firm stood out among the firms interviewed.

There was a motion by Valerie Cunningham, seconded by Mary Bailey, to recommend to the City Manager that Stantec be engaged for the purposes of the landscape design and engineering for the commemorative and memorial park. All concurred.

Motion was made to adjourn at 5:10 p.m. and all concurred.

Submitted by: Assistant City Attorney Suzanne Woodland