

**Hub of Hartford Committee**  
**July 15, 2008, 8:30 a.m.**  
**525 Main Street, 2<sup>nd</sup> Floor Conference Room**

Attendees: Joe Barber, Kevin Burnham, Nick Caruso, Jennifer Cassidy, Toni Gold, Mike Marshall, Tom Maziarz, Tomas Nenortas, Bob Painter, Mike Zaleski

1. Minutes of May 21, 2008 meeting: Approved

2. Reports

a. June 12, 2008 public meeting

Bob reported that there was completely different crowd than those from past forums. Those in attendance were very interested in this topic, but they were not the usual suspects. The public discussion up to this point has been great.

Toni reported that Tom Maziarz ended up having to wing it because of some audio/visual problems and did quite a good job. The Power Point show, along with a video of the event, are now available at: [http://www.hartfordinfo.org/community\\_programs.asp](http://www.hartfordinfo.org/community_programs.asp).

b. Other—Facebook page; 1000 Friends annual meeting

Nick talked about having a group page for Hub of Hartford committee. If it is done right, it can be really good.

After some discussion, the committee thought it may be premature right now, and we need to make sure we'll do it right. Ultimately, we probably will want to do this but not right now.

1000 Friends annual meeting—new DOT Commissioner is speaking; everyone is invited.

3. Review of final RFQ—Tom Maziarz

Tom walked the group through the Request for Proposals (RFQ) to review the alternatives for the Aetna Viaduct, which will be sent out some time in July.

This document retains the original vision and goals statement, but the first three or four pages are the CRCOG and federal procurement procedures, which are wrapped around the vision and goals statement. This is process stuff. He has tried to put in all the documentation that we typically have to give the consultants—time frame, document requirements, finances, etc. The consultant selection will be set up as a two-step process:

a. Sending the RFQ out to consultants with requirements and due date. We then use their responses for the first part of the selection. The committee will go through the submissions and short-list down to three or four consultants that can be interviewed in a day.

- b. Interview process. What Tom has also woven into the RFQ is that we not strictly defining the scope of work for the project, but will rely on consultants to come in and tell us something about their approach on how to address this problem. Consultants need to have a statement on the proposed approach and a preliminary scope of work, which will give our committee a better idea of what we are choosing from. These will be used to negotiate the final scope of work for the selected consultant.

On the first page, we define for the consultants what we expect them to have—transportation planning and engineering, community planning, urban design, and economic development, facilitating a community decision-making process, and producing high-quality communications materials. With this information, the consultants will put together proposals that address all of these areas.

The Statement of Qualifications must indicate the project manager, as this is the most important element. If project manager is not good, the project is not going anywhere.

Toni brought up the point that we have already had a community-planning process, which should be stressed so that the consultants know they are not starting from scratch. Perhaps, the minutes and other proceedings of the Hub could be included on the web site so that the consultants know that this process has already started and that it does not have to be reinvented.

#### 4. Finalize consultant - selection panel

Who will be on the selection committee? We had made a tentative suggestions several meetings ago. Since then the Mayor has also made some suggestions. Right now we are looking at a committee of 6 or 7 people, including Toni, Bob, Jennifer, and Tom, and the Mayor suggested John Coleman and, as well as representatives from the Greater Hartford Transit District and ConnDOT. It was also suggested that we have someone from the Hartford Department of Public Works (DPW), but we also do not want to have the group be too big.

Bob is going to suggest that someone from DPW to be a liaison if not on the committee.

Mike wondered if we really need to have DPW on the committee. Bob feels like there should be the opportunity to be present and not necessarily a member. That way they can choose.

For ConnDOT, Bob is going to contact Al Martin for the person.

Although this project schedule has an extremely short timeline, the Mayor is concerned that this is slow, and it will come out after the long session of the General Assembly, and that this will fall to the bottom of legislators' lists. Is there any way to address this issue?

Tom stated that we can set up a different session for legislators during the process at the Legislative Office Building (LOB) as a progress report on how things are going. Doing this

will prevent us from unnecessarily speeding up the process but still laying the groundwork for a request down the road.

We have to think about how to deal with the larger community as we move into this next phase. We don't need to decide right now, but it is something to think about.

Right now we are looking to give the consultants six weeks to get proposals in and the committee two weeks to review.

#### 5. Next Steps

- ◆ Bob will call Roger to deal with any housekeeping issues.
- ◆ Tom will get an electronic copy of this out to everybody on the committee
- ◆ Bob will talk to Al Martin about a DOT representative

#### Addendum

Since these minutes were written, the RFQ has been released; the deadline for submissions is September 5. It can be viewed, and supporting background information can be downloaded from <http://www.crcog.org/viaduct.html>. Members of the consultant selection panel, to be staffed by Tom Maziarz of CRCOG, are: Bob Painter, Toni Gold, Kevin Burnham, Jon Colman, Sandra Sheehan (Greater Hartford Transit District), Carmine Trotta (ConnDOT)