



BOARD OF WATER COMMISSIONERS

**Cotuit Fire District**

**Water Department**

4300 FALMOUTH ROAD, P. O. BOX 451

COTUIT, MASS. 02635

02/23/2018

The special meeting of the Board of Water Commissioners was held at Freedom Hall at 2:00 p.m. Chairman Don Campbell, Commissioner Tom Hoppensteadt were present as was Superintendent Chris Wiseman. Commissioner Mastro was present by phone.

The meeting was called to order at 2:00 p.m.

The purpose of the meeting was to review and compare responses to the Cost of Service and Water Rate Study RFP.

Chairman Campbell recapped prior actions taken and noted that there were 5 total responses received. Two of the responses exceeded the budgeted appropriation and the decision has been narrowed down to the top three vendors. Chairman Campbell expressed the results of his comparisons noting that the GZA proposal contained errors and did not quite fit the district needs. He praised the quality proposals received from Tighe & Bond and Tata & Howard and noted that both aligned closely with the district objectives. Given Tata & Howards history with the district, knowledge of the distribution system, and proven record for timely delivery of quality products, Commissioner Campbell recommended awarding the contract to Tata & Howard. He then turned the discussion over to Commissioner Hoppensteadt who prepared a written comparative of the top three proposals.

Commissioner Hoppensteadt reviewed his process for aligning the 15 mandatory district objectives and the 5 additional optional objectives with the services offered in all three proposals. Using a point/rating system, he assigned each objective a point value and for many of the reasons that Chairman Campbell noted, Tata & Howard came out on top.

Commissioner Mastro also felt confident in the top two choices and because of Tata & Howards familiarity with our system and level of "completeness" in both the proposal and with other district projects also recommended Tata & Howard for the project.

Commissioner Hoppensteadt made a motion to recommend Tata & Howard to the Prudential Committee for the completion of the Cost of Service and Water Rate Study. It was voted unanimously.

The commissioners signed a warrant for postage and closed the meeting at 2:12pm.

Respectfully submitted,

Donald Campbell, Chairman