

**Public Safety Building Advisory Committee
RFP Bid Process – Closed
Meeting to Open Submitted Bids
September 7 at 2:00 PM –Cape May City Hall**

Roll Call Committee Board Members

- Jerry Gaffney, Chair - Y
- Wister “Barney” Dougherty, Vice-Chair - Y
- Fire Chief Alexander Coulter - Y
- Police Chief Anthony Marino - Y
- Rick Lundholm, OEM Coordinator - N
- Louis Belasco, Cape May City Tax Assessor - Y
- James Matthews, Cape May Volunteer Fire Department President - N
- Scott Griffith, Citizen - N
- Robert Lamendola, Citizen – N
- Rosanne Traficante, Citizen and Secretary - Y
- Kathleen Wyatt, Citizen and Secretary - Y
- Deputy Mayor Shaine Meier, Council Liaison – Y
- Mayor Chuck Lear – Y
- Jerry Inderweis, Jr – Deputy City Manager - Y
- Neil Young – City Manager - N
- Tom Thornton – City Engineer – N

In addition:

- Dan Shustack, City of Cape May Purchasing Agent
- Patricia Harbora, City Clerk

Purpose: Open RFP Responses – Dan Shustack and City Clerk, Patricia Harbora

Discussion:

- Path forward process with meeting details- All meeting rooms confirmed
- Cancel Monday, 9/10 meeting with City Clerk - Kate

Process and Next Steps:

1. City of Cape May Purchasing Agent Review – Dan Shustack
2. City Attorney Review - Frank Corrado
3. City Engineer Review – Tom Thornton, Bob Fritz
4. City to provide approved list to Kate Wyatt to complete Rubic spreadsheet by 9/12 COB
5. Create Rubic spreadsheet based on Predetermined steps for Bids – Kate Wyatt
6. Pass 1 - Meeting for Public Safety Advisory Committee – 9/13 9:00 AM – noon
Convention Hall (Business area to left of receptionist)

- a. City to move Bid Material to Convention Hall Meeting room
7. Pass 2 – Meeting for Public Safety Advisory Committee – 9/20 9:00 AM – Noon at Convention Hall (Business area to left of receptionist)
 - a. Output is short list for **Interview Meetings** to City Manager
8. RFP Review of Short List **Interview Meetings** – 9/27 and 9/28 9 to (?) - both days at Convention Hall – Green Room (?)
 - a. Output is Committee Recommendation for Architectural Design
9. City moves forward with the process

Selection Committee and Procedure:

- Scoring spreadsheet and instructions- all committee members must follow the criteria
- Interviews - PSBAC Committee Members in audience; Council Member observation only; no comment allowed during the interview process
- What are you going to do for us? Not so much what have you done.
- Interviews – at least 1 hour on average; four per day possible
- Selection Committee:
 1. Tony Marino, City of Cape May Police Chief
 2. Alex Coulter, City of Cape May Fire Chief
 3. Dan Shustack, City of Cape May Purchasing Agent
 4. Lou Belasco, City of Cape May Tax Assessor
 5. Rick Lundholm, City of Cape May OEM Coordinator
 6. Neil Young, City of Cape May Administrator
 7. Kathleen Wyatt (Rosanne Traficante), Citizen and Secretary