

*Town of Hampton*



*Department of Resources and  
Economic Development*



**Hampton Beach Area Commission  
100 Winnacunnet Road  
Hampton, New Hampshire 03842**

**SPECIAL WORKING SESSION  
Town Hall Selectmen's Meeting Room  
Thursday, February 27, 2014  
6:00 PM**

**NOTES**

**In Attendance:**

John Nyhan, Chairman, Town of Hampton  
Fran McMahon- Rockingham Planning Commission  
Bob Preston- Hampton Chamber of Commerce  
Bill Watson, Vice Chairman-NH Department of Transportation  
Michael Housman, Operations Supervisor, DRED (Seacoast  
Parks/Recreation)  
Rick Griffin, Hampton Representative  
Dean Merrill, Citizen at Large  
Rich Reniere, Hampton Beach Village District

Excused: Chuck Rage

Absent: 0

**Other:** William Rose, Senior Transportation Grant Project Manager  
Anne Marchand, Secretary

Due to technical difficulties, discussion began at 6:25 p.m.

Mr. Rose stated that the October 2013 meeting dealt with the process of soliciting and contracting with consultant firms for the Hampton Beach Master Plan updates. Seven firms presented proposals, which were reviewed, and three final proposals were chosen for further review and discussion.

The three finalists who have submitted Technical Proposals are: Parsons Brinckerhoff of Manchester, NH; Vanasse Hangen Brustlin, Inc. of Bedford, NH; and Nitsch Engineering of Boston, MA. Their proposals were distributed to the Commissioners for review.

Prior to this evening's session, Mr. Nyhan provided the HBAC Commissioners with letters to the three above firms from Craig A. Green, Assistant Director of Project Development, Department of Transportation, which described the Proposal Format Requirements. These included Descriptions of Services; Scope of Work which included Plan Objectives; Quality Control; Materials provided by the Department of Transportation; Work Schedules and Progress Reports; and Date of Completion.

Mr. Rose continued by describing the utilization of the newly acquired Software – Decision Lens, which is designed to assist in the decision-making process. As was agreed at the October meeting, the Commissioners were instructed on how to give values to the various criteria which will be used in the selection process. Mr. Rose noted that the Commissioners are not scoring applications, but are setting weights for criteria. The software is designed to come up with a consensus on the top choice of the group.

Keypads were provided to the Councilors in order to rank/rate and evaluate their choices. Mr. Rose stated that the Commissioners should choose what is most important and, by rating, how important.

Categories and rankings included:

Comprehension of Assignment

Clarity of Proposal

Most Important: Comprehension of Assignment (Project and Scope)

Project Management Controls

Quality and Experience of Project Manager Team

Most Important: Experience of Team and Manager

Sub Categories:

Ability to keep schedule

Prior Performance

Approach to project assignment

Availability of team resources

Understanding DOT Processes and Procedures

Relative Experience

Prior Experience of the team as a unit

Experience of the Project Manager

Budget Control

Disciplines covered

Previous performance with other Agencies

Previous performance with other municipal projects

**NOTE: Mr. Rose will provide a report on the above rankings, selected this evening, to the HBAC.**

Mr. Rose explained that, now having the three requested proposals, there would be a smaller subcommittee of the HBAC to review and rank proposals in order to come up with their ultimate selection. The subcommittee will then present their recommendations to the full HBAC and have the Commission ratify their choice. Then, the information will go back to DOT who will then begin their internal process. DOT, stated Mr. Rose, wants the HBAC to have a voice in this selection process.

Mr. Nyhan stated that the subcommittee will go through each proposal by criteria, focusing on getting a consensus vote. Mr. Watson recommended reading one proposal at a time and each question at a time. He cautioned against coming in with a preconceived idea of a favorite; but, rather, responding to the criteria chosen this evening.

It was suggested that there will be two daytime meetings within the next two weeks, and Mr. Nyhan will survey the Commissioners for two members who would be able to participate. The subcommittee will meet with Mr. Rose, dates to be determined.

Discussion concluded at 7:30 p.m.

Respectfully Submitted,  
Anne Marchand, Secretary