

3/9/16

AVS Facilities Committee Meeting Minutes

Appleton Village School Library

Present: Dianne Helprin, Heather Wyman, Mitch Pendleton, and Peter Beckett.

Also present: Mitch Daigle and Jason Gushee.

The committee reviewed responses to the Request for Proposals from 5 engineering firms: Integrated Energy Systems, PLLC, Amec Foster Wheeler Environment & Infrastructure, Inc., M-CO Engineering Plus, Oak Point Associates, and Allied Engineering.

Peter and Heather shared the results of their reference checks of all 5 firms. We rated each firm according to the attached RFQ Evaluation form and tallied the results. Final tally is attached.

Based on results, we selected 3 firms to interview: Integrated Energy Systems, PLLC, Oak Point Associates, and Allied Engineering.

Interviews will be scheduled for Friday, March 10<sup>th</sup>.

Next meeting is 3/22/16.

Minutes taken by Heather Wyman