

Agenda
Farmington High School Community Survey Ad Hoc Committee
Tuesday, July 24, 2018
Town Hall Council Chambers
7:00 PM

- A. Call to Order.
 - B. Public Comment.
 - C. Minutes.
 - 1) To approve the attached June 21, 2018 minutes.
 - D. New Business
 - 1) To review and approve the RFP Scoring Matrix.
 - 2) To discuss the interview process.
 - 3) To approve the meeting schedule.
 - E. Adjournment.
- cc: Committee Members
Paula Ray, Town Clerk

Minutes
Farmington High School Community Survey Ad Hoc Committee
Thursday, June 21, 2018

Present:

Beth Kintner, Chair
C.J. Thomas
Camille Simpson
Maura McInnis
Ellen Siuta

Erica Robertson, Assistant Town Manager
Kathy Greider, Superintendent of Schools
Bill Silva, Farmington High School Principal
Nancy Nickerson, Ex-Officio Member
Kat Howroyd, Management Specialist

Absent:

Chris Fagan
Bill Beckert
Matt Ross, Director of Technology
Kathy Eagen, Town Manager

A. Call to Order.

The Chair called the meeting to order at 7:01 p.m.

B. Public Comment.

None

C. Introductions.

Beth Kintner, Chairperson, welcomed committee members and each gave their introductions.

D. New Business

1) To review and adopt the attached Rules of Procedure.

Chairperson Kintner reviewed the Rules of Procedure with the committee. It was noted that if a member is not able to make a meeting, please contact the Town Manager's Office and also make an effort to inform Mrs. Kintner.

Upon a motion made and seconded (Thomas/Simpson) it was unanimously VOTED: to adopt the Rules of Procedure.

2) To review and approve the draft RFP for a consultant to facilitate a citizen survey poll.

Chairperson Kintner reviewed the draft RFP that was included in the agenda packet. Erica Robertson, Assistant Town Manager, provided a brief history of Town-wide surveys for strategic planning and explained that this survey would be more focused to the high school facility. The committee had the following edits to the RFP:

- Add "approximately" before 1,205 students on page 1 to stay consistent with the enrollment projections.
- Add a hyperlink to the Statement of Needs referenced on page 1

Minutes are considered "DRAFT" until approved by the Committee

- Remove the sentence "a sample size of approximately 400 households has been used in past town wide surveys when using a telephone survey" on page 2.

Mrs. Robertson explained that the contractor will determine the best methodology for the survey to ensure all demographics are reached.

Upon a motion made and seconded (Thomas/Simpson) it was unanimously VOTED: to approve the RFP for a consultant to facilitate a citizen survey poll.

3) To discuss the RFP process and timeline.

The RFP will be posted and distributed on Monday, June 25, 2018 and the deadline for RFP submissions is July 16, 2018. The committee will review the proposals in July using a scoring matrix and will interview candidates in August. Town staff will create the matrix based off the RFP for committee review and approval at the next meeting. Upon the selection of a candidate, the committee will work with the consultant throughout September to create the survey and the survey will execute the survey in October and analyze the results in November. The committee intends to have a full report on the results of the survey to Town Council in early 2019.

4) To establish the committee meeting schedule.

The committee reviewed the proposed meeting schedule, as outlined in Attachment 3 in the agenda packet. The committee confirmed the following meeting schedule:

- **July 24, 2018**- approval of the RFP matrix
- **July 26, 2018**- review RFPs and select short list for interviews
- A date and time will be determined for the consultant interviews via a doodle poll. The proposed dates will be August 14th, 21st or 23rd. There was discussion of an earlier start time for this meeting, as there may be multiple interviews.
- **August 30, 2018**- Interview top candidate
- **September 6, 2018**- regular meeting with consultant to create survey
- **September 20, 2018**- regular meeting with consultant to create survey
- **September 27, 2018**- regular meeting with consultant to create survey

E. Adjournment.

Upon a motion made and seconded (Thomas/Simpson) the meeting adjourned at 7:45 p.m.

Respectfully Submitted,
Kathryn Howroyd, Management Specialist

MOTION:

Agenda Item D-1

To review and approve the attached RFP Scoring Matrix.

NOTE: The attached document is a suggestion for the RFP Scoring Matrix. Further discussion and possible modifications to the matrix are anticipated at the meeting.

/Attachment

INCORPORATED 1645



RFP Scoring Matrix Farmington High School Facility Survey

Name of Firm: _____

Criteria	Maximum Points	Firm Score
Provides recommendations for a survey methodology to ensure representation of the entire Farmington population.	10	_____
Demonstrates relevant experience in developing citizen surveys for other municipalities (including targeted topics) as well as ensuring a satisfactory rate of survey responses and in providing multi-level reporting.	10	_____
Outlines a plan and projected schedule for the development and implementation of the survey, including a description of how the consultant would assist the Town with the development, implementation and reporting of survey results.	10	_____
Provides at least one example of a similar survey conducted.	10	_____
Provides information on the qualifications of individuals who would be assigned to work with the ad hoc subcommittee as well as municipal references and previous project descriptions.	10	_____
Provides a proposed fee with all related expenses.	10	_____
The quality of the proposal, particularly the responsiveness to the RFP and the adequacy of the information provided	10	_____
Other factors relevant to the Consultant's capacity and willingness to satisfy the Town in its needs.	10	_____
Total {0-2 Unacceptable ; 3-4 Fair; 5-6 Good; 7-8 Very Good; 9-10 Superior}	80	_____

Prepared By: _____
Printed Name of Committee Member

Signature of Committee Member: _____ Date: _____



MOTION:

Agenda Item D-2

To discuss the interview process.

NOTE: Two documents are attached as suggestions for the interview process and are intended to guide the discussion at tonight's meeting. There is a motion on the July 26th agenda to approve the interview process, and any modification made at tonight's meeting will be incorporated and distributed at the July 26th meeting.

\Attachments

Interview Process Options

OPTION 1	OPTION 2	OPTION 3
15 Minute Presentation 15 Minute Q&A by Committee- Any relevant question that comes to mind	15 Minute Presentation 15 Minute Q&A- Scripted Questions	15 Minute Presentation 10 Minute Q&A- Scripted 5-10 Minute Follow Up Questions

**Interview Evaluation Worksheet
Farmington High School Facility Survey**

Name of Firm: _____

NOTES

<p>Please evaluate the firm's proposed survey methodology. Do they ensure representation of the entire Farmington population?</p>	
<p>Please evaluate the firm's experience in developing surveys in municipalities. Have they addressed a targeted topic, such as a facility? Have they worked with Towns comparable to Farmington?</p>	
<p>Please evaluate the firm's understanding of the survey's purpose. Do they understand why we are seeking this data?</p>	
<p>Please evaluate the firm's timeline and projected schedule for completion of the project. Do they demonstrate that they have the ability to conduct this type of work in a complete and timely fashion?</p>	
<p>Please evaluate the compilation and analysis of survey results. Does the firm ensure a satisfactory rate of survey responses? Do they provide multi-level reporting?</p>	
<p>Please evaluate the firm's fee proposal.</p>	
<p>Evaluate the firm's overall presentation. How well suited is the firm to the needs and objectives of the committee?</p>	

Overall Total Score: _____

{0-2 Unacceptable ; 3-4 Fair; 5-6 Good; 7-8 Very Good; 9-10 Superior}

MOTION:

Agenda Item D-3

To approve the attached meeting schedule.

/Attachment

**Farmington High School Community Survey Ad Hoc Committee
2018 Meeting Schedule**

All meetings are at 7:00 PM in Town Hall Council Chambers unless otherwise noted

July 24

July 26

August 30- *Meeting time TBD based on number of interviews*

September 6- *Location: Board of Education Conference Room, Town Hall*

September 20- *Location: Board of Education Conference Room, Town Hall*

September 27

DRAFT