

**Town of Arlington Transportation Advisory Committee (TAC)
Symmes Transportation Subcommittee (STS)**

Wednesday, September 1, 2004

Town Hall Annex First floor Conference Room, 5:00 PM

STS members present: Ed Starr (Chair), Elisabeth Carr-Jones, Kevin O'Brien, Scott Smith
Others present: Nora Mann (ARB), Joe Tulumieri (Cambridge Redevelopment Board)

Review of Draft Statement of Work

Ed Starr distributed the draft Symmes Traffic Study Peer Review Statement of Work for review. A third public meeting and a section on pedestrian, bicycle and transit were added, and minor revisions were made to the document.

Contracting Method and Timing

Joe Tulumieri explained that the peer reviewer would be hired through a subcontract of his contract with the Arlington Redevelopment Board (ARB) under the provisions of the Urban Renewal Plan. Procedurally, he will pay the peer reviewer and pass on the bill to the ARB, which will then be reimbursed by Symmes Redevelopment Associates (SRA).

Discussion of Firms for Peer Review

Kevin O'Brien distributed proposals from Fay, Spofford & Thorndike (FST) and Beta Group that had come in that afternoon in response to the distribution of the draft Statement of Work to four transportation consultants on Tuesday. The four consultants under consideration for the peer review of the HSH Symmes Traffic Study were Louis Berger Group, BSC Group, FST and Beta Group, as mentioned at the August 30th ARB meeting. Elisabeth Carr-Jones distributed an overview of materials from these consultants' web sites that she had prepared.

Discussion of the transportation consultants concentrated on their reputation for credible work, ability to effectively present their findings and the quality of their previous work in Arlington. Solicited opinions from other members of the TAC and the Town Engineer were considered. The staffing, scope and price of the two submitted proposals was also reviewed. Gary Hebert of FST was deemed to be the best qualified consultant to conduct the Peer Review for the Symmes Traffic Study. On a motion, the subcommittee voted to offer the peer review contract to Gary Hebert of Fay, Spofford and Thorndike, with the understanding that the Statement of Work revisions would be negotiated and added to his proposal.

Joe Tulumieri agreed to contact Gary Hebert the following morning, advise him on revisions to the Statement of Work and Timeline, and inform the subcommittee of the results of the conversation before awarding the contract. Kevin O'Brien stated that he would contact Howard/Stein-Hudson to request that they deliver a copy of the Symmes Traffic Study to Gary Hebert by Friday.

Review and Correction of Draft Timeline

Ed Starr distributed the draft STS Timeline. A draft Peer Review Report was added to the timeline on September 15 and a few minor revisions were made.

The meeting adjourned at 6:20 PM.

Handouts:

Meeting Agenda, Draft Statement of Work, and Draft STS Timeline - from Ed Starr
Peer Review Proposals & Company Profiles from FST and Beta Group - from Kevin O'Brien
Transportation Consultant Overview - from Elisabeth Carr-Jones