

**Margerie Reservoir Trail Advisory Committee (Meeting #5)**  
**October 10, 2023 - 6 P.M.**

Chairman DiGilio called the meeting to order at 6:04 p.m. on Tuesday, October 10, 2023. Present were Committee Members Antonio Iadarola, Public Works Director & City Engineer, City of Danbury & Town Engineer, New Fairfield; David Day, Public Utilities Superintendent, City of Danbury; Peter Hearn, New Fairfield; Jonathan Barney, Alternate member, City of Danbury; Ray Yamin, Outside Counsel, City of Danbury; and Jeff Main, Conservation Inlands Wetlands/Conservation Commission, New Fairfield. Absent: Ann Marie Mellas, Alternate, New Fairfield. Present from the public were Patricia Del Monaco, New Fairfield First Selectwoman; Khrist Hall, Selectwoman; and Ken Gucker, Danbury Resident.

**Pledge of Allegiance**

The Pledge of Allegiance was led by Ken Gucker.

**Minutes**

***A motion was made by Member Hearn, and was seconded by Member Day, to accept the meeting minutes as discussed. The motion carried unanimously.***

Mr. Hearn noted a name correction on Draft DEEP Progress Report section.

**Discuss/Review RFP Responses**

Mr. Iadarola provided a brief overview of the RFP submissions and distributed grade sheets for the Committee to utilize the grade sheet to grade the submissions.

He noted that there were four submissions (one only submitting on the wetlands delineation). He clarified for Mr. Hearn that a contract will be with the surveyor and not the wetland delineator. The Committee agreed to focus on the three submissions that were complete.

The Committee discussed Sydney A. Rapp Land Surveying PC; Mr. Iadarola noted that they have worked in both municipalities and are well versed in process and procedures. The surveyor and sub are licensed in Connecticut, and comply with all minimum state requirements. Mr. Hearn noted that related work and specific projects were not listed in the submission. Mr. Iadarola pointed out a "Set Aside" requirement in the project agreement which requires the state to approve any contractors before being hired. Total fee is \$69,250.

The M & J Engineering PC submission was discussed. Aerial surveying was discussed. Mr. DiGilio noted that the majority of past projects were in metro areas. Total fee is \$85,680 (note issue with sub's cost compared to their cost with another submission).

The submission for Accurate Land Surveying LLC was discussed. Mr. Iadarola noted that the state's certification had another business name. Mr. Day pointed out an affiliated note in the submission. Mr. Hearn and Iadarola pointed out exemptions that were made by the contractor from parts of the RFP requirements. Mr. Hearn noted only recent work by the company as a concern.

Each Committee member explained his review of each submission:

Mr. DiGilio: Accurate (6.6); M&J (6.5); Sydney Rapp (9.4).

Mr. Day: Accurate (5.6); M&J (6.5); Sydney Rapp (9.3).

Mr. Hearn: Accurate (inaudible); M&J (6.3); Sydney Rapp (6.5).

Mr. Main: Accurate (6.10); M&J (5.9); Sydney Rapp (7.7).  
Mr. Iadarola: Accurate (5.5); M&J (4.6); Sydney Rapp (9.2).

The final grades were:

Sydney A. Rapp Land Surveying PC (8.42); M & J Engineering PC (5.96); Accurate Land Surveying LLC (5.44), ECO Maps LLC (incomplete).

### **Approve an RFP Response**

***A motion was made by Member Hearn, seconded by Member Main, to recommend to the New Fairfield Purchasing Agent to proceed with the Sydney A. Rapp Land Surveying RFP as presented and discussed based upon our review and scoring. The motion carried unanimously.***

### **Discuss Project Timeline/Milestones**

Mr. Iadarola stated the City cannot execute contracts or vendor work until the State approves the recommendation and contract, which takes approximately 2 weeks to review. Mr. DiGilio stated the next phase of RFPs will be for the comprehensive design. Mr. Iadarola confirmed that the City can prepare an RFP for the comprehensive design services.

### **Set Date and Agenda for Next Meeting**

Next meeting will be held on Tuesday, November 14, 2023, at 6 pm, in Danbury.

### **Adjournment**

***A motion was made by Member Iadarola, and seconded by Member Hearn, to adjourn. The motion carried unanimously. The meeting adjourned at 7:34 p.m.***

Respectfully submitted,  
Vinny DiGilio  
Antonio Iadarola  
David Day  
Jeff Main  
Peter Hearn

Received by email on 11/27/2023 @ 11:46 a.m.  
by Chrystie M. Bontempo, Asst. Town Clerk, New Fairfield