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## INTEROFFICE MEMORANDUM

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**TO:** BILL RYDEN – BOROUGH ENGINEER  
ROBERT OOSTDYK – BOROUGH ATTORNEY  
PAUL PHILLIPS – BOROUGH PLANNER  
MARK PRUSINA – DPW SUPERINTENDENT  
DAN BORGIO – BOARD OF EDUCATION BUSINESS ADMINISTRATOR

**SUBJECT:** MEETING – OCTOBER 31, 2017

**DATE:** OCTOBER 25, 2017

**CC:** PUBLIC SAFETY/BOROUGH HALL PROJECT TEAM

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As noted in an email sent earlier today, the project team is scheduled to have a meeting on Tuesday, October 31<sup>st</sup> at 8:00 AM with the Borough Attorney, Engineer, Planner, DPW Superintendent, and the Board of Education Business Administrator to get your input on the draft RFP that we have been discussing before providing it to Council.

Specifically, at the meeting we are looking for advice from our professionals on the completeness and appropriateness of the draft RFP. Please be creative and constructive when reviewing the draft RFP. Some areas to consider are:

- What are we missing?
- Have we covered all engineering and planning aspects? For example, how does this project fit in to the context of potential future redevelopment plans for the borough?
- What can we learn from our colleagues at the Board of Education from their recent experience with the referendum process.
- Do we have the correct submittal requirements?
- Should we put in a creativity of concepts in the evaluations?
- How do we make interviews mandatory but only for a “final” group?

I have attached the draft RFP and the September 25<sup>th</sup> Council presentation regarding the project. Slides 6-13 include the recommendations from the Committee. Please bring ideas to the table – this is as much about the RFP and the entire design, location and use of the facilities; how do they fit in to the fabric of Mountain Lakes – does this create a sense of place or are they just buildings. Feel free to email any comments, thoughts or ideas on the draft RFP or the process to the group before the meeting.

Your cooperation, interest and enthusiasm is greatly appreciated. This is a highly visible project and the planning we do today will provide benefits down the road.

  
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Richard J. Sheola