

**New Haven Comprehensive Plan 2035
Steering Committee Meeting #2**

Meeting Notes

Tuesday, September 20, 1:00-2:00 PM

Attendees:

Laura Brown, City Plan Department
Jasmine Peele, City Plan Department
Anne Hartjen, City Plan Department
Jacob Robison, City Plan Department
Esther Rose-Wile, City Plan Department
Gretchen Knauf, Disability Services
Rebecca Bombero, Deputy CAO
Mark Wilson, LCI
Adriane Jefferson, Cultural Affairs
Kevin Alvarez, Mayor's Office
Arlevia Samuels, LCI
Wildaliz Bermudez, Fair Rent Commission
Dawn Henning, Engineering
Carlos Eyzaguirre, Economic Development
Laura Francis, SCROG
Joshua Petro, SCROG
Dean Mack, Economic Development

1. Welcome and Introductions
2. Review of steering committee timeline/roles
3. Updates on call for interest
4. Review of the RFQ key points and criteria
5. Review mission/goal statements
6. Next meeting

Laura- Covered introductions and agenda for meeting.

- Told everyone about the current definition phase that we are in.
- Plan is to establish a steering committee and have 3 meetings with that committee
- End goal in this phase is to draft RFP/RFQ
- In the current stage involves establishing plan principles and values, creating a framework for the discovery phase, review RFQ and establish volunteers for the RFQ Consultant Selection Committee

- Call for interest update: 18 responses to date from various community members. Spread the word! Next steps include conducting a general interest pre-plan informational meeting in October. Goals of that meeting will be outline at our next meeting

Ann- Covered the Definition Phase RFQ and the Full Plan RFQ

- Definition phase includes project prep, community engagement and summary
- We follow the DOT qualification matrix/method for selection to rate applicant eligibility. Other suggestions/ideas are welcomed
- Full plan includes:
 - Address requirements of state statute sec 8-3
 - Historical analysis
 - Integration with GIS asset
 - An analysis of existing conditions
 - Implementation/strategy development
 - Draft plan
 - Edits and suggestions are encouraged
 - RFQ Process
 - Steering Committee members volunteer for selection committee
 - Selection committee reviews RFQs
 - RFQs get out early November
 - Responses come in before holidays
 - Selection committee evaluates responses
 - Top 3 scored consultants for each are interviewed
 - Consultant(s) selected
 - Fee(s) negotiated

Comments

- A timeline for scheduling availability needs to be included
- A commitment to equity should be added and defined in qualifications and specified in RFQ.
- This development plan should define how people with disabilities will be included. People with disabilities are often left out of the equity conversation
- City plan has not yet developed an all-encompassing equity framework.
- The word “innovative” should be removed in reference to providing food, transportation and childcare for candidates. More authentic Community engagement strategy
- Comments on the two RFQs are needed by next meeting
- Tentative selection committee: Latha, Dean, Gretchen, Carlos, Dawn and Wildaliz
- Selection committee will be expected to stay up to date on material and review both RFQs
- Paying community members who are able to join selection committee has been a part of the discussion. A mechanism for pay has not yet been established