

# Public Meeting Minutes

## Ranking for RFP 22-319 Public-Private Partnership (P3) for a County Administration Building

Date: June 3, 2022

Start Time: 10:00 AM

Location: Grace Knight Conference Room

### 1. Call Meeting to Order (Start the Recording)

### 2. RFP Process Overview for Today's Meeting

- 2.1. Good morning, I am Theodore White with Procurement, and I will be administrating this meeting as the Committee Chair (non-voting member), introduce committee, Tommy Crosby (Leader), Mari (Missy) Daniels, and Ramon Gavarrete.
- 2.2. Thank you, committee for taking the time out of your busy schedule to evaluate these proposals. Welcome to the citizen attending this Public Meeting; this meeting is open to the public and you will have an announced time (3 minutes; no response required) for public comments. Please review the Agenda that is on the screen.
- 2.3. The RFP team will be evaluating vendors' proposal, discussing their scores, and approving the Team's Ranking. This Team's final ranking will be submitted to the BoCC for their approval and authorization to negotiate a contract.

### 3. RFP Committee Members Process Instructions

- 3.1. **First**, in OPENGOV, all evaluators have certified that they have no Conflict of Interest, and I will show them on screen, and discuss if necessary.
- 3.2. **Second**, due to the cone-of-silence imposed on the committee members, this is the first occasion members have been able to talk and work together as a committee.
- 3.3. *As committee members you have broad latitude in your discussions, deliberations and ranking provided you are not arbitrary and capricious.*
- 3.4. **Third**, we will record and discuss the preliminary scores on the screen. Call for validation of scores to ensure they are the scores the members entered in OPENGOV.

Aggregate Scores Summary

Vendor	Tommy Crosby	Mari Daniels	Ramon Gavarrete	Total Score (Max Score 100)
AMJ Group Inc.	83	84	85	84
E2L Real Estate Solutions, LLC	65	83	73	73.67
The Hunt REI Team	74	86	80	80

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### 3.5. The team will discuss, evaluate, and rank all vendor submittals one by one. Starting the team leader allow each member to give feedback. (Encourage dialog)

- 3.5.1. Discuss scores and make changes if pertinent.
- 3.5.2. Discussion record and Update: **Evaluation Scores**
  - 3.5.2.1. Encourage discussion on the proposals, scoring and until all members are satisfied.
  - 3.5.2.2. NOTE: Agents will monitor the discussion, keep it on track; keep it on topic.
- 3.5.3. Call for validation of RFP team Evaluation Scores for the Team's Final Ranking.

### 4. Motion to Approve Ranking: Tommy Crosby motioned to recommend the ranking be approved and submit the top ranked firms 1) AMJ Group Inc., 2) The Hunt REi Team, 3) E2L Real Estate Solutions, LLC be sent to the BoCC for their consideration, seconded by Ramon Gavarrete. Vote 3-0 in favor.

### 5. Public Comments (3 minutes)

5.1. Mark Hefferin,

6. Motion to Approve the Meeting Minutes: Mari Daniels moved to approve the Minutes, Ramon Gavarrete seconded the motion.  
Vote 3-0 in favor.
7. Meeting Adjourn at – 10:50am