

Public Meeting Minutes

Ranking for RFP 22-307 A & E Services for the Budget Inn Conversion (Recorded Meeting)

Date: March 3, 2022

Start Time: 1:31 PM

Location: CM Training Room

1. **Call Meeting to Order**

2. **RFP Process Overview for Today’s Meeting**

- 2.1. Good morning, I am TJ White with Procurement, and I will be administrating this meeting as the Committee Chair (non-voting member), introduce committee, Stephen Weeks (Leader), Candie Nixon, Danny Moore, Mitch Gunter, Alex Corona
- 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**, I have collect all signed Disclosure Forms (Conflict of Interest), and I will show them on screen, discuss if necessary.
- 3.2. **Second**, provide procurement points to members for the Technical Form – VOW
- 3.3. 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.
- 3.4. *As committee members you have broad latitude in your discussions, deliberations and ranking provided you are not arbitrary and capricious.*
- 3.5. **Third**, Record and Discuss the preliminary scores on the screen. Call for validation of scores to ensure they have been transposed correctly and that they match the scores on your individual score sheets.

RFP EVENT:		RFP 22-307 Architectural & Engineering Services for the Budget Inn Conversion																		
W/T Recap		T	Technical			Danny Moore			Steven Weeks			Candie Nixon			Mitchell Gunter			Alex Corona		
		W	Written																	
		OP	Oral Presentation																	
		TOT	Member Total																	
Total Points	Final Ranking	FIRM NAME																		
		T	W	TOT	T	W	TOT	T	W	TOT	T	W	TOT	T	W	TOT				
727	1	a	Brame Heck Architects Inc.	73	100	173	42	77	119	63	100	163	73	99	172	48	52	100		
719	2	b	Walker Architects, Inc.	74	96	170	52	79	131	54	75	129	72	95	167	61	61	122		
0		c		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Moving to accept Award Ranking for Contract Negotiation																				

- 3.6. The team will discuss, evaluate, and rank all vendor submittals alphabetical one by one. You have your technical and written evaluation forms so now we can start discussions with the first vendor. (**Encourage dialog**)
 - 3.6.1. Discuss scores and make Changes if pertinent
 - 3.6.2. Discussion record and Update: **Written and Technical Scores Evaluation**
 - 3.6.2.1. Encourage discussion on the proposals, scoring and until all members are stratified
 - 3.6.2.2. NOTE: Agents will monitor the discussion, keep it on track; keep it on topic.
 - 3.6.3. Call for validation of RFP team Technical and Written Scores for the Team’s Final Ranking.
- 4. Motion to Approve Ranking: Candie Nixon motion to recommend the rankings be approved and start contract negotiations the with the top ranked firm Brame Heck Architects Inc., and with the second ranked vendor if negotiations with the top ranked vendor fail, seconded by Stephen Weeks.

Vote 5-0 in favor.

5. Public Comments (3 minutes)
6. Motion to Approve the Meeting Minutes: Stephen Weeks moved to approve the Minutes; Alex Corona seconded the motion.
Vote 5-0 in favor.
7. Meeting Adjourn at – 2:07pm.