

Public Meeting Minutes

Ranking for RFP 21-989 Impact and Mobility Fee Update

Date: September 9, 2021

Start Time: 9:34 AM

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, Chris Dawson (Leader), Jeff Hayes and Ben Chumley
- 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 21-989 Impact and Mobility Fee Update										
W/T/O Recap		T	Technical	Chris Dawson			Jeff Hayes			Ben Chumley		
		W	Written									
		OP	Oral Presentation									
		TOT	Member Total									
Total Points	Final Ranking	FIRM NAME		T	W	TOT	T	W	TOT	T	W	TOT
477	1	a	NUE Urban Concepts, LLC	70	87	157	67	88	155	70	95	165
464	2	b	Tindale-Oliver and Associates, Inc.	70	89	159	60	85	145	65	95	160
Approved to accept the Ranking, send BCC for ranking approval, then 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: Jeff Hayes motion to recommend the rankings be approved and start contract negotiations the with the top ranked firm NUE Urban Concepts, LLC, and with the second ranked vendor if

negotiations with the top ranked vendor fail, seconded by Chris Dawson.
Vote 3-0 in favor.

5. Public Comments (3 minutes)
6. Motion to Approve the Meeting Minutes: Chris Dawson moved to approve the Minutes, Ben Chumley seconded the motion.
Vote 3-0 in favor.
7. Meeting Adjourn at – 9:56 a.m.