

RFP 2018-001 Evaluation Review Committee Minutes
Urbana, Illinois
February 15, 2018

Present: Van Anderson, Lynne Barnes, Stephanie Fortado, Jim Goss, Robert King, Claudia Lennhoff, Jim McGuire, Al Nudo, Pius Weibel

Absent/Excused: Cathy Emanuel

Also Present: Tammy Asplund, Deb Busey, Matt Andriano (via conference call with IPA)

I. Call to Order

Chair Weibel called the meeting to order at 4:05 p.m.

II. Roll Call

Roll was called. A quorum was established.

III. Approval of Agenda

The committee approved the agenda as distributed (motion by Fortado, second by Lennhoff, unanimous).

IV. Approval of Minutes

The committee approved the minutes of February 9, 2018 (motion by Goss, second by Lennhoff, unanimous).

V. Public Participation

None.

VI. Communications

Chair Weibel commented there were overlapping conversations at the last meeting and requested that one person speak at a time.

VII. Review & Determination of RFP Evaluation Criteria

Mr. Anderson reviewed the three handouts provided. He stated the deadline to publish an Addendum to the RFP is tomorrow. Mr. Anderson called the broker to allow the committee to ask questions and discuss the Addendum.

Mr. Andriano stated he expects five to ten well-qualified bids by the deadline.

The committee approved RFP 2018-001 Addendum 1 (motion by Lennhoff, second by Barnes, unanimous).

Mr. Andriano left the meeting at 4:55 p.m.

Mr. Anderson reviewed each of the proposed changes to Phase I Evaluation document (as submitted by the committee members).

The committee approved revisions to Phase I Evaluation (motion by Lennhoff, second by King, unanimous).

Mr. Anderson reviewed each of the proposed changes to Phase II Evaluation document (as submitted by the committee members).

The committee approved revisions to Phase II Evaluation (motion by Goss, second by Barnes, unanimous).

Mr. Anderson asked committee members to review the scoring and weighting within the document prior to the next meeting. He committed to creating a shared drive to post the final documents for the committee to access.

VIII. Determination of Next Meeting Date and Time

The next meeting will be at 7:00 a.m. on Monday, February 26, 2018.

IX. Other Business

None.

X. Adjournment

Mr. Weibel declared the meeting adjourned 5:21 p.m.

Respectfully submitted:
Tammy Asplund
Recording Secretary