

**RFP 2018-001 Evaluation Review Committee Minutes**  
**Urbana, Illinois**  
**February 26, 2018**

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

Absent/Excused: None

Also Present: Deb Busey

**I. Call to Order**

Chair Weibel called the meeting to order at 7:00 a.m.

**II. Roll Call**

Roll was called. A quorum was established.

**III. Approval of Agenda**

The committee approved the agenda as distributed (motion by Goss, second by Barnes, unanimous).

**IV. Approval of Minutes**

The committee approved the minutes of February 15, 2018 (motion by Barnes, second by Lennhoff, unanimous).

**V. Public Participation**

None.

**VI. Communications**

Claudia Lennhoff commented public members expressed dislike for the meeting time. The committee agreed to bear this in mind when scheduling future meetings.

**VII. RFP Update**

Van Anderson stated the closing date is Wednesday, February 28, 2018. According to Mr. Anderson, none of the potential proposers scheduled a site visit last week. Mr. Anderson noted the broker believes there will be three to six proposals submitted by the deadline.

**VIII. RFP Phase I and Phase II Evaluation Criteria**

The committee began with discussion of Phase I. Mr. Anderson explained the purpose of Phase I is to determine whether the submission meets the requirements of the RFP. He stated this part of the evaluation will be completed by staff and provided to the committee. Mr. Anderson reminded the committee that the proposers must submit their responses to the broker and the County.

Mr. Anderson reviewed the memo provided regarding Phase II.

**IX. Criteria Weighting and Scoring**

The committee discussed several options regarding weighting and scoring. Mr. Anderson explained the scoring proposed for proposals submitted at more than the \$11 million minimum. Using the

Phase II spreadsheet, the committee considered several scenarios in order to determine the weighting and scoring. Mr. Anderson noted because this is an RFP process, the proposers have only one opportunity to offer their highest and best offer.

The committee agreed to the following changes to the Phase II evaluation form:

- Purchase Proposal
- Commitment to Residents
- Contingency Rating Scale

**MOTION** to accept the changes to Phase II evaluation form by Barnes; second by Lennhoff. Upon vote, **MOTION** carried.

**X. Evaluation Protocol/SharePoint Folder**

Mr. Anderson stated all the information is contained in the SharePoint folder. He confirmed all the committee members received an invitation to the folder.

**XI. Determination of Next Meeting Date & Time**

The next meeting will be at 5:00 p.m. on Monday, March 12, 2018.

**XII. Other Business**

**XIII. Adjournment**

Mr. Weibel declared the meeting adjourned 8:41 a.m.

Respectfully submitted:  
Tammy Asplund  
Recording Secretary