

CHAMPAIGN COUNTY RFP 2018-001 EVALUATION REVIEW COMMITTEE

AGENDA

County of Champaign, Urbana, Illinois

Tuesday, April 3, 2018 – 5:15 p.m.

Lyle Shields Meeting Room

Brookens Administrative Center, 1776 E. Washington St., Urbana



Committee Members:

Van Anderson

Lynne Barnes

Cathy Emanuel

Stephanie Fortado

Jim Goss

Robert King

Claudia Lennhoff

Jim McGuire

Alan Nudo

Pius Weibel

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda/Addenda
- IV. Approval of Minutes
 - A. February 26, 2018
- V. Public Participation
- VI. Communications
- VII. Procedural Discussion
- VIII. RFP Phase I Evaluation
- IX. RFP Phase II Evaluation
- X. Facilities Tours
- XI. RFP Non-Qualifying Offer
- XII. Determination of Next Meeting Date & Time
- XIII. Other Business
- XIV. Adjournment

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