

Minutes of the Corbett Water District Selection Committee, 2/19/02

Submitted by Steve Wilson, 3/12/02

The meeting convened at 7:00 PM at the Corbett Water District office. Members present were Steve Wilson, Ken Blanc, Doug Geller, Gordon Fulks, and Randy Stark. The agenda was as follows:

- 7:00 – 7:10 Review meeting objectives
- 7:10 – 8:00 Evaluate statements of qualification (SOQ) for the Master Plan update
- 8:00 – 9:00 Review and discuss Reservoir RFP

The format for evaluating Master Plan SOQs was discussed. A formal scoring system was presented as a possible tool for determining which firms would be selected for the shortlist. The objective was to select the top 3 firms. Shortlisted firms would subsequently be invited to submit proposals. After reviewing proposals, the selection committee would either make a selection during review of proposals, or invite the firms to give a presentation (interview) and make the selection afterward.

The committee consensus was to reserve the formal scoring process for the shortlisted firms. Members felt that they had sufficient information from reviewing the SOQs to make a decision. It was decided that each member would state which firms they felt should be on the shortlist. The top three firms would be short-listed based on how many votes were received.

Firms that submitted SOQs included:

- Lee Engineering
- Curran-McLeod
- Tetra-tech/KCM
- Clearwater Engineering
- LDC Design Group
- HGE
- HBH Consulting Engineers
- Economic and Engineering Services
- Bell Design Company
- All County Surveyors

Votes for firms to be shortlisted were as follows:

Geller – Lee, Curran-McLeod, TetraTech/KCM, Clearwater, Bell

Blanc – HE, Lee, Curran-McLeod, Bell

Fulks – Bell, Curran-McLeod, Lee, HBH, Clearwater

Stark – Lee, Curran-McLeod, Bell

Wilson – Clearwater, Lee, Curran Mcleod

The top 3 firms were Lee Engineering with 5 votes, Curran McLeod with 4 votes, and Bell Design with 4 votes. The committee agreed unanimously that these 3 firms should be placed on the short list and sent the formal request for proposals. The other firms should be notified by letter from the District that we appreciated their submittal of qualifications but they had not been selected to submit proposals.

Steve Wilson agreed to produce a final draft of the RFP with revisions to the scope of work based on input from Randy Stark.

Discussion of the reservoir RFP then proceeded. Randy Stark explained what he had in mind for additional items to include in the performance specification. Many of these relate to providing a disinfection building adjacent to the reservoir and additional redundant disinfection equipment. Most of the committee members had not been aware of Randy's interest in including this in the project and discussion followed. Steve Wilson agreed to produce another draft of the RFP incorporating all or part of these additional items and to send the draft to the District's attorney for review. Randy noted that he was expecting comments from Pat Curran of Curran-McLeod and that the next draft should consider these comments as well.

Meeting adjourned at 9:30 PM.