

**FINANCE & ECONOMIC DEVELOPMENT COMMITTEE
COUNTY BOARD ROOM
TUESDAY JANUARY 28, 2020
SPECIAL MEETING MINUTES
4:00 PM**

1. Call to Order

2. **Roll Call** –Chuck Nagel (chairman), Richard Hill, Bryant Kempf, Josh Davis present. Emily Barker is excused. .

3. Public Input

4. New Business

- a. Discussion on process for procurement of services for grant work

The committee discussed the options for procurement of an architectural engineer for the grant projects. Mr. Cummings cannot start the environmental study until he hears from DCO. The environmental study is usually done on a single site, but we have multiple sites. If a study has to be done on each site, it will take months. Mr. Cummings is hoping that we can do one study per grant. This study has to be done before we can start projects, and we would like to start projects this summer.

Discussion on differences of an RFP versus an RFQ. If we choose an architecture with an RFQ, we would contact several engineers and ask for their qualifications on completing the projects. Once we received their qualifications, we would then interview the firms qualified. From there we would choose a firm to do the projects. That firm would then give us their price and we would have to negotiate it. But this limits our negotiation for price. In an RFP, we would send the projects to the companies, and ask for them to bid on the projects. Lowest bid would be awarded the contract. Mr. Cummings explained that we could do a combination of the two. We can ask the engineering companies to tell us how they would fit into our project, tell us about their company, without mimicking a full fledged RFQ – as we have to follow the outlined procedure for procurement. But we can vet engineering companies informally to find companies that know how to do the work. Once we received and review those companies, we can pick which ones are best fitted to our projects, and then send them an RFP. Once the RFP's are received back, we would have to choose the lowest bidder.

A discussion on the timeline for hiring was discussed. We will have a list of companies to contact by next week to Mr. Cummings. It is hoped that at the February meeting we can have some response from the engineering architecture companies, and by the March meeting have the RFP and results back by the April meeting.

We will follow state statute, federal regulations and IDOT procedures in our process for procuring an architectural engineer.

Motion to contact engineering firms to submit information to discuss by March and move to an RFP by April made by Hill, seconded by Kempf. *Motion passed.*

Mr. Cummings reminded the committee that part of our acceptance of this grant was to not hinder fair housing. A resolution of such will be presented at the February meeting.

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5. Unfinished Business

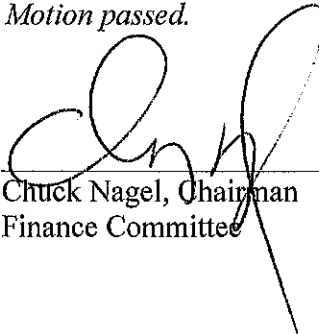
6. Other

7. Adjournment

Motion to adjourn made by Kempf, seconded by Hill. *Motion passed.*

Meeting adjourned at 4:50 PM.

Submitted by: Deb Breyman



Chuck Nagel, Chairman
Finance Committee