



**Keizer Rapids Park Community Build Task Force
Meeting Minutes
Thursday, August 8, 2013 at 6:00 p.m.
Keizer Civic Center**

CALL TO ORDER ~ Vice Chair Walsh called the meeting to order at 6:05 p.m.

Attendance was taken as follows:

Present:

Janet Carlson	Marion County
Ron Freeman	West Keizer NA
Marlene Quinn, Chair (phone)	Councilor
Brandon Smith	Parks Board
Will Stitt	Citizen at Large
Richard Walsh	Parks Board

Absent:

David Loudon	Parks Board
Meredith Coy	Gubser NA
Jim Taylor	Councilor

Staff Attending:

Debbie Lockhart, Deputy City Recorder
Bill Lawyer, Public Works Director

APPROVAL OF MINUTES ~ Janet Carlson moved for approval of the May 29, 2013 Minutes. Brandon Smith seconded. Motion passed as follows: Carlson, Freeman, Quinn, Smith and Walsh in favor with Louden, Coy and Taylor absent and Stitt absent at time of vote.

APPEARANCE OF INTERESTED CITIZENS ~ None.

REVIEW AND SCORE RESPONSES TO THE REQUEST FOR PROPOSALS FROM CONSULTING SERVICES ~ Public Works Director Bill Lawyer announced that five Requests for Proposals were sent out but the only responses received were from Leathers & Associates and Play By Design. Scoring sheets were distributed to committee members for both consultants and the proposals were reviewed. Tables below reflect responses from each committee member.

LEATHERS		Freeman	Stitts	Smith	Walsh	Carlson	Quinn	Lawyer
Technical Competence	20%	5	5	5	5	5	4	4
Project Team	20%	5	5	5	5	5	5	4
Project Understanding	30%	5	5	5	5	5	4	4
Schedule	10%	5	5	5	5	5	5	5
Fee	10%	4	3	4	3	4	5	3
References	10%	4	4	4	4	4	4	3

PLAY BY DESIGN	Freeman	Stitts	Smith	Walsh	Carlson	Quinn	Lawyer
Technical Competence 20%	4	5	4	5	5	4	3
Project Team 20%	4	5	5	5	5	5	4
Project Understanding 30%	3	3	3	3	4	3	3
Schedule 10%	3	3	3	4	3	4	3
Fee 10%	4	4	5	4	5	5	4
References 10%	4	4	5	4	5	4	3

Mr. Lawyer noted that the spreadsheet formulas had come out to the following percentages, taking into consideration the “weighting” on the scoring sheets.

	Play by Design	Leathers
Carlson	4.5	4.8
Walsh	4.1	4.7
Smith	4.0	4.8
Stitts	4.0	4.7
Freeman	3.6	4.8
Quinn	4.0	4.4
Lawyer	3.3	3.9

Mr. Lawyer indicated that he would contact Leathers to get a contract put together and signed.

Members agreed to meet on Thursday, September 5 rather than the planned September 3 meeting so that Council could approve the contract at their September 3 meeting and the Task Force could meet with the consultant on September 5.

ADJOURNMENT ~ Meeting adjourned at 7:15 p.m.

Next Meeting: September 5, 2013

Minutes approved: 9-25-13