



**DOWNTOWN INVESTMENT AUTHORITY
Evaluation Committee Agenda**

**City Hall at St. James Building
117 W. Duval Street
3rd Floor, Conference Room C.
Monday, March 20, 2017 – 11:00 a.m.**

MEMBERS:

James Bailey, Chairman
Jack Meeks, Vice Chairman
Oliver Barakat, Board Member
Brenna Durden, Board Member
Craig Gibbs, Board Member

Dane Grey, Board Member
Ron Moody, Board Member
Marc Padgett, Board Member
Kay Harper-Williams, Board Member

I.	PURPOSE OF MEETING –
II.	INTRODUCTION OF COMMITTEE MEMBERS
III.	PROCESS
	A.
IV.	ACTION ITEM - APPROVAL OF RANKING PROCESS
	A.
V.	PUBLIC COMMENTS
X.	ADJOURN

* Indicates action item



Downtown Investment Authority
Special Meeting

Monday, March 20, 2017 11:00 a.m.

City Hall at St. James
117 West Duval St., 3rd Floor Conference Room C

DIA Evaluation Committee
MEETING MINUTES

Evaluation Committee Members Present: Aundra Wallace, Chair; Ron Moody, DIA Board Member and John Pappas, Director of Public Works

Office of General Counsel: John Sawyer

Council Member: None

Attendees: Greg Pease, Chief of Procurement Division and Karen Underwood, Executive Assistant

I. PURPOSE OF MEETING

The evaluation committee meeting was called to order for ISP-30-174 by CEO Wallace at approximately 11:00 a.m.

The purpose of the meeting is to discuss the Notice of Disposition/Redevelopment of City Owned Riverfront Property ISP-30-17

II. INTRODUCTION OF COMMITTEE MEMBERS

CEO Wallace introduced the evaluation committee members consisting of himself, Ron Moody and John Pappas. This meeting today is an opportunity to gain instructions as a review committee from the Procurement Department.

III. PROCESS

Greg Pease, Chief of Procurement provided an overview of the process. Each committee member will be given a copy of each proposal, a copy of the solicitation and a scoring matrix will be emailed to the members electronically. These items will be delivered to the evaluation committee's office. Mr. Pease stated that the committee members must not discuss amongst themselves any item concerning this solicitation that may come before the board for a vote. Each committee member will individually score their proposals. Alex Baker, Professional Services Specialist will be the contact person for the solicitation. He will have her send each member her contact information. Once you have completed scoring all proposals, please send your completed matrix to Alex Baker via email and hard copy. Procurement will average the scores and submit the final average matrix to the CEO

Downtown Investment Authority
BID # ISP- 30-17
NOTICE OF DISPOSITION/REDEVELOPMENT CITY-OWNED
PROPERTY RESPONDENT SCORING COMMITTEE
April 3, 2017
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of the DIA. In the event that you've received any public records request during this process as you are evaluating the scoring, you will reach out to Alex Baker or contact her for assistance.

CEO Wallace wanted to ensure that each committee member received 3 copies of the proposals.

He set a goal that the members complete all reviews of the proposals, score them and provide those particular scores to Ms. Baker by April 12, 2017.

IV. ACTION ITEM

(A). APPROVAL OF RANKING PROCESS

A MOTION WAS MADE BY RON MOODY AND SECONDED BY JOHN PAPPAS THAT BY APRIL 12, 2017 TO HAVE THE REVIEWS COMPLETED AND SUBMITTED TO ALEX BAKER APPROVING THE HIGHEST SCORING PROPOSAL, RETURNED FROM PROCUREMENT SHALL BE THE RECOMMENDED RESPONDENT OF THE COMMITTEE TO THE DIA BOARD OF DIRECTORS FOR FINAL SELECTION.

THE MOTION PASSED UNANIMOUSLY 3-0.

Ron Moody stated as the committee will be going through the three (3) bids, are there any basic assumptions to be made a committee. CEO Wallace responded no, there will not be any basic assumptions. A copy of the BID Plan will be provided to Ms. Baker.

There being no further business, CEO Wallace adjourned the meeting at approximately 11:11 A.M.

The written minutes for this meeting are only an overview of what was discussed. For verbatim comments of this meeting, an audio CD is available upon request. Please contact Karen Underwood, at (904) 630-3492, or by email at karenu@coj.net.