



# Champaign County Board Request for Qualifications (RFQ 2014-005) Evaluation Committee

## **MINUTES – SUBJECT TO REVIEW AND APPROVAL**

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**Date:** Monday, May 14, 2014  
**Time:** 12:00 p.m.  
**Place:** Meeting Room #4  
Brookens Administrative Center  
1776 E. Washington St.  
Urbana, Illinois

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**Committee Members:** Van Anderson, Dana Brenner, Debra Busey, Stan James, Chief Jones, James Quisenberry, Sheriff Walsh

**Others:** Patti Petrie & Gary Maxwell (Champaign County Board), Beth Brunk (recording\_secretary)

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### Call to Order

Mr. James called the meeting to order at 12:04 p.m.

### Approval of Agenda

**MOTION** by Sheriff Walsh to approve the agenda as distributed; seconded by Ms. Busey. Upon vote, the **MOTION carried unanimously.**

### Public Participation

Mark Enslin of 207 W. Indiana, Urbana, spoke about his interest in this project.

### Review of Evaluation Ratings for Respondents of RFQ 2014-005 Sheriff's Operations Master Planning for the County of Champaign, Illinois

Mr. Anderson discussed the results of the Evaluation Summary Form. Ms. Busey stated that the next step is to select the firms that will give a presentation to the County Board on May 27<sup>th</sup> at 5:30 p.m. Based on the scores, the top four firms should be shortlisted for presentations.

**MOTION** by Ms. Busey to shortlist the following firms for presentations to the County Board and the Evaluation Committee: BLDD/HOK/GHR, Dewberry/Goldman/Henneman, Gorski Reifsteck/KIMME/Allied Correctional Services/ERA/GHR and Moyer & Associates/IGW/GHR/CRM; seconded by Mr. Quisenberry.

**AMENDED MOTION** by Mr. James to shortlist only the top three firms: BLDD/HOK/GHR, Dewberry/Mark Goldman & Assoc/Henneman, Gorski Reifsteck/KIMME.

Ms. Busey wanted to include BLDD/HOK/GHR because there is only a 50 point differential between that firm and the first choice. There is not enough time to further screen the respondents if the schedule is followed in the Request for Qualifications (RFQ). The selected firms still need to tour the facilities and prepare a presentation to the County Board by May 27<sup>th</sup>. The County Board and members of this Evaluation Committee will fill out an evaluation sheet on each of the presenters. The ratings will determine the top-ranked firm.

Mr. James withdrew the **AMENDED MOTION**.

Upon vote, the **MOTION CARRIED.**

### Reference Checking

Ms. Busey noted that reference checking information will be shared with the County Board members on the night of the presentations. The reference checking should involve the same people so it is consistent, and this Committee must agree on the questions to be asked. Mr. Anderson handed out reference check questions adapted from the Qualifications-Based Selection (QBS) Selection Process Guide.

Mr. James would like to add expand Question #7 to inquire if there were any add-ons or change orders to the scope of the project. Since most projects have change orders, Mr. Quisenberry suggested instead a question about how much of their contingency was used. Additionally, Mr. Quisenberry would like to see a question about the client's satisfaction with energy usage. Sheriff Walsh wanted to include a question concerning relative adjacencies for housing inmates with special needs. Chief Jones wanted to include project information on mental health and medical specialties. Ms. Busey wondered if this could be addressed by asking the reference what was unique about their project and how did they address it. Sheriff Walsh proposed looking at similar jail projects from each respondent and check with that sheriff and county board for insight into the company. Chief Jones commented that many of the projects are partnerships, and thought it important to discern in a question how much work was actual done by the company versus sub-contractors. Ms. Petrie suggested a question about how the team communicates with the various partners. Mr. Anderson will send a draft of the reference question edits for the Evaluation Committee's approval.

### Jail Tours

The firms should see the same thing on the jail tours. Mr. Anderson, Mr. Brenner and one of the Sheriff's staff will accompany the firms on the tours. Two firms will tour in a morning session and two in an afternoon session. At the conclusion of the tours, both firms will gather for a question and answer session. Mr. Anderson will capture all the questions to be shared with all four firms. The viewed buildings include the facilities controlled by the Sheriff - downtown jail, satellite jail and the Sheriff's office space. Once a firm has been selected, other county buildings like the Juvenile Detention Center may be toured for additional ideas on the master plan.

### Presentations

Mr. Anderson suggested that the session start at 5:30 p.m. Each presentation will have a total of 50 minutes – 30 minute presentation and 20 minute question and answer period – to allow for a four hour schedule. The scoring forms from the Board members and Evaluation Committee will be collected at the end of the meeting. Mr. Anderson will revise the evaluation rating form and e-mail it to the Committee. The finalized evaluation form will be provided to the firms prior to the presentations.

**Mr. Quisenberry left the meeting.**

### Other Business

None

### Adjournment

**MOTION** by Mr. James to adjourn; seconded by Mr. Anderson. Upon vote, the **MOTION carried unanimously.**  
Mr. James adjourned the meeting at 1:28 p.m.