CITY OF CRETE
PUBLIC WORKS COMMITTEE
MEETING MINUTES
February 2, 2011

Present

Dave Bauer
Chuck Vyhnalek

Roger Foster, Mayor
Tom Ourada, Public Works Director
Amber Ronk, Public Works Office
Jerry Wilcox, City Clerk
Steve Reisdorff, City Attorney

1. Wastewater Rate Study Consultant
Tom Ourada explained the Qualifications Based Selection (QBS) process for engineering services procurement to the committee as patterned after FWHA and NDOR guidelines. The Committee then discussed the RFP's submitted by JEO, Kirkham Michael, Olsson Associates, and Veenstra & Kimm Inc. The Consulting Firms were evaluated and rated on the Firm's performance and capacity; evaluation of assigned personnel; related experience; familiarity with local conditions and facilities; ability to relate to project; consulting costs totals including tracks and other costs; ability to perform required services in timely manner; and fee to perform required services. Tom Ourada, Mayor Foster, and the Committee compared their evaluations and JEO had the overall highest rating. The ratings were as follows,

Veenstra & Kim	236 points
Kirkham Michael	258 points
Olsson Associates	289 points
JEO Group	290 points.

Chuck Vyhnalek motioned to recommend to Council to accept JEO's RFP. Seconded by Dave Bauer. Roll Call Vote: Vyhnalek yes; Bauer yes. Motion passed.

It was motioned by Dave Bauer to adjourn the meeting at 5:20pm. Seconded by Chuck Vyhnalek. Roll Call Vote: Vyhnalek yes; Bauer yes. Motion passed. Meeting Adjourned.

Dave A. Bauer

Dave Bauer, Chairman