



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

Post Office Box 339, Oceano, California 93475-0339

1600 Aloha Oceano, California 93445-9735

Telephone (805) 489-6666 FAX (805) 489-2765

www.sslocsd.org

Agenda

South San Luis Obispo County Sanitation District Proposal Review Committee

April 27, 2015, 6 pm

Oceano Community Services District

Board Room

1655 Front Street

Oceano, CA

Committee Members

**Ron Holt, Mark London, April McLaughlin, Jeff Pienack,
Patricia Price, Brad Snook, Beatrice Spencer, Andrea Vergne,
Patty Welsh**

- 1. Call to Order and Roll Call**
- 2. Review of the Minutes of April 20, 2015**
- 3. Public Comment**
- 4. Selection of Reference Check Questions and Selection of
Committee Members to Conduct Reference Checks**
- 5. Evaluation of Proposals Utilizing Criteria Evaluation Form**
- 6. Establishment of next meeting and topics**



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Minutes of April 20, 2015 South San Luis Obispo County Sanitation District Proposal Review Committee

**Arroyo Grande City Council Chambers
215 E. Branch Street
Arroyo Grande, CA**

1. Call to Order and Roll Call

Ron Holt, Mark London, April McLaughlin, Jeff Pienack,
Patricia Price, Brad Snook, Beatrice Spencer, Andrea Vergne,
Patty Welsh

2. Election of Chair and Vice Chair

The Committee elected Brad Snook as Chair and April McLaughlin as Vice Chair. The vote was unanimous.

3. Distribution of Proposals

The packets including the proposals were distributed via email. This is the method the District uses to distribute Board Packs. The Committee Pack can also be found on the District website; SSLOCSD.ORG. The proposals were originally distributed at the meeting of April 15, 2015. The Committee Packs are always available for pick up at the District.

Patty Welsh asked how and whom was contacted to get the RFP.

District Manager Sweet let the group know that he verbally contacted eight to ten groups to ask if they would be interested in receiving the proposals. Three groups agreed to accept the RFP. The RFP was also posted on the CSDA website which reaches 150,000 to 200,000 people. The District received one Proposal from Carl Knudsen whom was originally verbally contacted and one from Perc Water whom saw the RFP on the CSDA website.

The committee had a discussion about the distribution of the RFP and the value of having two proposals to choose from.

4. Discussion of Rating Criteria

It is the hope of District Manager Sweet that the committee will use the agreed upon rating criteria and have their evaluations complete at the next committee meeting.

Agreed Upon Criteria Rating Form Conceptual

Does the proposal effectively demonstrate an understanding of the District’s needs, including completion of the project in a timely manner as outlined within the Request for Proposals?

0-30

Does the proposal reflect a process that will successfully fulfill the intent of the District as outlined in the Request for Proposals?

0-25

Does the proposal allocate ample resources to fulfill the intent of the District as outlined within the Request for Proposals?

0-25

Has the proposer demonstrated past successes in similar types of projects?

0-20

_____ Total Points (100)

The committee discussed having the proposers appear for an interview. District Manager Sweet is concerned that because this was not part of the RFP, it may discourage the proposer for continuing with the Management Review.

It was decided that a member of the committee will call and check the references of the proposers using a specific set of questions. These questions will be based on this rating criteria.

April McLaughlin volunteered to put the questions together with input from the committee. She will need this input by Wednesday April 22nd. These

questions will be brought back on the next agenda. She has the knowledge and experience to complete this task.

5. Establishment of next meeting and topics

It was established that the next Committee meeting will be held on April 27, 2015. It will be held at the Arroyo Grande Chambers unless notified otherwise. The agenda will have the following topics:

- A. Adoption of questions for reference checks.
- B. Submittal and evaluation based on rating criteria form.

Sharon Brown gave public comment and let the committee know that everything was indeed online. She gave comments on the bylaws. The amount needed to create a quorum will be changed in the bylaws to reflect the needs of this committee. She questioned Special Meeting requirements as well as the need for a Resolution. Suggests that the person calling the references refrain from having a dialogue and stick to the questions.

Patricia Price will be out of town and will be participating through written correspondence that will be read at the meetings.

The goal is to be done with Committee meetings 2 weeks from today.

Adjournment at 7:15pm.



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Staff Report

To: Proposal Review Committee
From: Richard Sweet, PE, District Manager
Date: April 27, 2015

Subject: **SELECTION OF REFERENCE CHECK QUESTIONS AND
SELECTION OF COMMITTEE MEMBERS TO CONDUCT
REFERENCE CHECKS**

RECOMMENDATION:

That the Proposal Review Committee selects questions to be utilized in performing and selects members of the committee to perform the reference checks.

BACKGROUND

At the Proposal Review Committee of April 20, 2015, the Committee determined that the proposers' references should be contacted and questioned regarding the proposers' performance. Committee member McLaughlin agreed to compile a list of questions. These questions are on Attachment "A."

DISCUSSION

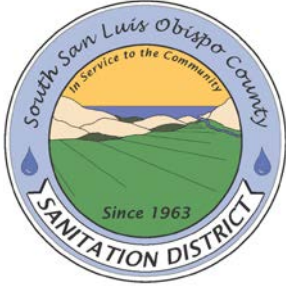
The Committee should evaluate the questions shown on Attachment "A", recommend any suggestions, and adopt a set of questions to be utilized to question references. Subsequently the Committee should select members of the Committee to question references and report their findings to the Committee at the next meeting. The results of the reference checks and the results of the Criteria Evaluation will be used by the Committee to make a recommendation to the Board of Directors of the South San Luis Obispo County Sanitation District.

Richard G. Sweet, PE
District Manager

Attached: Attachment "A" Reference Check Questions

**PROPOSED
REFERENCE CHECK QUESTIONS**

- 1) What, generally, was the scope of work requested of the contractor?
- 2) Did the contractor accurately and completely meet expectations?
- 3) Did the contractor devote sufficient resources to complete the contract in a timely manner?
- 4) Have you used this contractor for more than one project and if not, what is the reason?



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Staff Report

To: Proposal Review Committee
From: Richard Sweet, PE, District Manager
Date: April 27, 2015

Subject: **EVALUATION OF PROPOSALS UTILIZING CRITERIA
EVALUATION FORM**

RECOMMENDATION:

That the Proposal Review Committee selects the preferred proposal based on the criteria evaluation form, copy attached.

BACKGROUND

At the Proposal Review Committee of April 20, 2015, the Committee adopted a Criteria Evaluation Form to be utilized as a method to standardize review of each of the two proposals received. The Committee was to review and evaluate the proposals and be prepared to discuss their evaluation at the meeting of April 27, 2015.

DISCUSSION

Each committee member was emailed the adopted Criteria Evaluation Form on April 20, 2015 immediately following the initial committee meeting. Each member of the Committee should relay their evaluation of each proposal and then arrive at a consensus of which proposer is the preferred proposer based solely on the results of the Criteria Evaluations Form. Subsequently, members of the Committee will contact each proposer's references. The Committee will evaluate the results of the reference checks and the results of the Criteria Evaluation to develop a recommendation to the Board of Directors of the South San Luis Obispo County Sanitation District.

Richard G. Sweet, PE
District Manager

Attached: Evaluation Criteria Form

Criteria Rating Form

Does the proposal effectively demonstrate an understanding of the District's needs, including the District's need for a timely completion of the project, as outlined within the Request for Proposals?

0-30

Does the proposal reflect a process that will successfully fulfill the intent of the District as outlined in the Request for Proposals?

0-25

Does the proposal allocate ample resources to fulfill the intent of the District as outlined within the Request for Proposals?

0-25

Has the proposer demonstrated past successes in similar types of projects?

0-20

_____ Total Points (100)