

CITY OF RIGBY

158 W. Fremont Ave. Rigby, Idaho 83442

Phone (208) 745-8111 Fax (208) 745-7111



"The Birth Place of Television"

Council Minutes – Special Meeting

November 9, 2016

The special meeting for November 9, 2016 was called to order by Mayor Richardson at 6:30pm. The mayor stated the meeting was being called to discuss two items: review of engineer proposals in relation to the water grant and evaluation of LID #9 proposed costs split. The mayor asked Kirk Olsen to offer the prayer.

The mayor asked the clerk to call the roll:

Councilman Olsen	Present
Councilman Burke	Present
Councilwoman Weight	Present
Councilman Datwyler	Present
Councilman Taylor	Present
Councilwoman Thomas	Absent - Enters meeting at 6:40

Also present: R Lamouraux and Rick Miller

RFP –Engineering Firms:

The mayor asked if Rick Miller from the Development Company would review the evaluation forms and rankings that he had handed out in which the council would be reviewing and scoring the request for proposals from the three engineer firms: Forsgren Eng, Schiess & Assoc, and Keller & Assoc. Miller explained there was an error in the two RFP sent out. Each had a different due by date. There were three firms that were sent proposals but had not replied. However, the due by date stated postmarked by 5:00pm Thursday November 10, 2016. Therefore the three could still submit proposals. The council wanted the clerk to call Monday morning and confirm if they had submitted a proposal. Miller then explained the ranking process in the four areas: capability to perform, project experience, qualifications, and approach & schedule.

Miller further explained the time schedule for the water grant and the due date of the application. He stated the council could state in the application they were procuring an engineer but had not done so by November 18, 2016.

Councilman Olsen commented that he felt the process was being rushed past the council and perhaps the time frame needed to be delayed. Councilwoman Weight concurred with the statement as did Councilwoman Thomas.

Mr. Miller stated they could submit the application with the information they had and see how the city scored in the process and if not awarded a grant could resubmit the application next year.

The mayor stated he felt it best if the council were to review the proposals and see if the city received any more Monday and submit the ranking sheets next week. Where upon the council could award the engineer during the council meeting of November 17.

Miller answered questions from the council on the meaning of the forms. Most felt the time schedule was not relevant since the actual construction would be sometime in 2018.

Council to turn in their respective ranking sheets Thursday November 17, 2016. This topic to be added to the agenda for November 17,

LID #9:

Discussion on the breakdown of the costs for the assessment of LID #9 was not complete at this time and the item scraped from the agenda.

Adjournment:

Councilman Burke moved to adjourn seconded by Councilman Olsen.

The called for a voice poll: All in favor none opposed.

Meeting adjourned: 7:00pm

CITY OF RIGBY


Jason Richardson

ATTEST:


David Swager, Clerk