

Minutes
San Damiano Project Steering Committee
April 5, 2021

City Administrator Gadow called the meeting to order at 5:07 pm.

Present: Mayor Mary O' Connor, Wes Mosman Block, Kelly Slack, Kyla Beard, Rebecca Holmquist, Marliee Gorman, and Alder Nancy Moore.

Also Present: City Administrator Bryan Gadow, Parks and Recreation Director Jake Anderson, and Peter McKeever.

APPEARANCES

None

MINUTES

Motion by Marliee Gorman to approve the March 1st meeting minutes, seconded by Rebecca Holmquist. Motion carried.

NEW BUSINESS

- A. Discussion of Selection Criteria for Request for Proposal for Consulting Services for San Damiano Community Vision and Conceptual Plan Process.

City Administrator provided an overview of the RFP process, including receipt of seven (7) RFP responses. He noted that the Committee could after review of the proposals recommend one firm to the City Council or bring in a smaller group of firms for a formal interview. City Administrator Gadow referenced existing selection criteria that are incorporated into the RFP on Page 11. He referenced a scoring matrix example that the Committee could use to assist in reviewing the proposal.

The Committee provided feedback on the weighting for various criteria in the draft scoring matrix. Alder Moore asked how involved the selected firm would be in designing and marketing the various public engagement sessions. Wes Blockman asked about timeline for determining whether a shortlist interview process would be utilized. City Administrator Gadow noted that it could be decided at the next meeting after the Committee has had an opportunity to review the proposals.

Marliee Gorman asked if the local firms that applied have projects that members could visit if they were interested. City Administrator Gadow stated yes that a number of firms have projects in the area that members could visit if interested.

- B. Discussion of future agenda items and future meeting dates.

SDPSC Minutes

April 5, 2022

City Administrator Gadow asked members to complete their review prior to the next meeting. The Committee discussed potential meeting dates, and agreed on Tuesday, April 26 at 4:30PM.

C. Next Meeting Date.

The Steering Committee agreed on April 26, 2022 at 4:30PM as a next meeting date.

ADJOURNMENT

A motion was made by Alder Doug Wood, seconded by Marliee Gorman to adjourn the meeting. The motion carried. (5:37 pm).