

Minutes of the Centerville City Council **Work Session** meeting held Tuesday, October 16, 2018 at 5:30 p.m. at Centerville City Hall, 250 North Main Street, Centerville, Utah.

MEMBERS PRESENT

Mayor	Clark Wilkinson
Council Members	Tamilyn Fillmore
	William Ince
	Stephanie Ivie
	George McEwan
	Robyn Mecham

STAFF PRESENT

Steve Thacker, City Manager
Lisa Romney, City Attorney
Bruce Cox, Parks and Recreation Committee
Katie Rust, Recording Secretary

STAFF ABSENT

Jacob Smith, Management Services Director

PROCESS TO RECRUIT A NEW CITY MANAGER

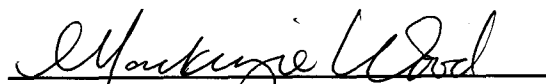
Steve Thacker, City Manager, has informed the Council that he will retire in March of 2019. Lisa Romney, City Attorney, presented a proposed process to recruit a new City Manager. Councilman McEwan suggested initial selection criteria should be applied equally to each application. He also suggested a background check on the top applicants before holding interviews. The initial screening and interviewing phases will narrow down the applicants to three or more for the Council to interview. However, the Council will also be given the resumes of those interviewed in the earlier round in case they want to interview any other semi-finalists. Staff will provide a revised proposed process to the Council via email.

DESIGN SERVICES FOR ISLAND VIEW PARK RENOVATION

Mr. Thacker reported results of the RFQ for design services for the Island View Park Renovation Project. The Council agreed to interview all four firms that responded. Interviews will be scheduled for Tuesday, October 23rd. The Council reviewed proposed selection criteria and indicated approval.

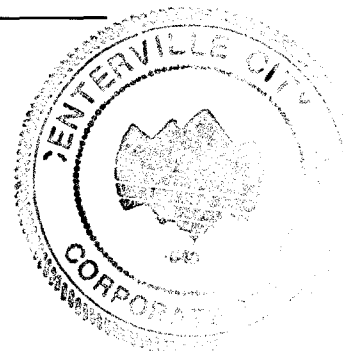
ADJOURNMENT

The work session was adjourned at 6:55 p.m.


Mackerzie Wood, City Recorder

11-7-2018
Date Approved


Katie Rust, Recording Secretary



Design Services Selection Criteria & Scoresheet

Minimum Mandatory Requirements

- Met the submission deadline of Oct. 15th by 5pm
- Submission is no more than 30 pages single sided or 15 pages two sided
- Three professional references for related projects completed in the last five years
- Debarment certification
- Licensed and insured

Scoring Categories

I Firm Experience - max 20 points

Primary Evaluation Criteria

- Overall experience of the firm with park projects.
- What is the firm's project specific experience on past projects of a similar type, scope, size and complexity?

Other Potential Considerations

- Does the firm have any experience with LWCF projects?
- Does the firm qualify as a small business, minority-owned firm, or women's business enterprise?

II Team Experience - max 50 points

Primary Evaluation Criteria

- What is the project team's overall experience with park projects?
- What is the team's specific experience on projects of a similar type, scope, size and complexity?
- What experience does this team have working together on related projects?
- Has the team provided examples of how they have added value/creativity or ^{used} unique tools/techniques in past projects that may benefit this project?
- For key team members, what is their availability, current assignments/projects and percent of commitment?

Other Potential Considerations

- Do any team members have prior relevant experience with the City?

III Project Management Approach - max 30 points

- Does the team have a plan in place to provide the required deliverables, adequate plan reviews and provide the needed quality control?
- What measures or practices will be used to control the budget?
- What ideas does the team have for gathering public feedback on design?
- What is the communication plan for this project: how will the team communicate with stakeholders such as city officials, contractor and sub-contractors, affected property owners, etc.
- How does the team intend to mitigate risk and liability for various affected parties (city, adjacent property owners, park users etc.)