

Town of Montreat
Board of Commissioners
Town Council - Special Meeting
August 20, 2018
Walkup Building

Board members present: Mayor Tim Helms
Mayor Pro Tem Kent Otto
Commissioner Kitty Fouche
Commissioner Bill Gilliland
Commissioner Alice Lentz

Board members absent: Commissioner Tom Widmer

Town staff present: Alex Carmichael, Town Administrator
Tee Anderson

Three members of the public were also present. Mayor Helms called the meeting to order at 5:00 p.m., and held a moment of silence.

Agenda Approval

Commissioner Fouche moved to adopt the agenda. Commissioner Gilliland seconded. The motion carried 4/0.

Mayor Helms explained the purpose of this meeting was to qualitatively score the Town Hall Design-Build Request for Qualifications (RFQ) and is a continuation from the previous meeting in which Commissioners were presented with the submissions. At that meeting the Commission simply determined who would be eligible to move on to the next phase of scoring.

Commissioner Lentz inquired about the purpose of the scoring sheets, noting that all three candidates fell within a few points of each other. Mr. Carmichael explained the statutory requirement that each firm be assessed on their qualifications, and the scoring rubric acts as an objective tool to assist in that process. Final scoring will be assigned upon each firm's presentation at the next meeting where Commissioners will have an opportunity to engage in a more subjective interview.

Old Business

None.

New Business

Before beginning the evaluation process, Mr. Carmichael noted that Commissioner Widmer was

Town of Montreat
Board of Commissioners
Town Council - Special Meeting
August 20, 2018
Walkup Building

not able to attend. Commissioner Widmer did submit written notes and scoring sheets, though these scores would not count towards the vote.

The Commission discussed each RFQ submission packet individually in regards to their architectural relevance, experience, and overall company profile. Each firm could earn up to 100 points, broken down across the following categories:

1. Submitter organization and experience – 20 points
2. Key personnel experience – 20 points
3. Project understanding and design approach – 35 points
4. Portfolio of work – 25 points

After reviewing the submissions, Commissioners issued points to each firm for each respective category.

Sineath Construction Company received a total evaluation of 89.8.

H & M Construction Company received a total evaluation of 90.6.

Frank L. Blum received a total evaluation of 92.0.

Commissioner Gilliland motioned to invite submitters to make formal presentations on August 27, 2018 at 5:00pm, location to be determined. The motion was seconded by Mayor Pro Tem Otto and carried 4/0.

Public Comment

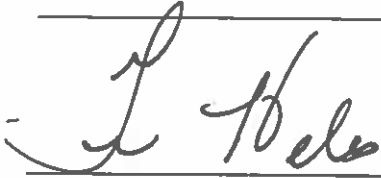
A member of the community inquired about the time limits for each presentation. Mayor Helms suggested between 30 – 45 minutes including question and answer session.

Mr. Carmichael informed everyone that Rick Giles will be in place as the Owner's Representative/Project Manager for the Town Hall design-build project.

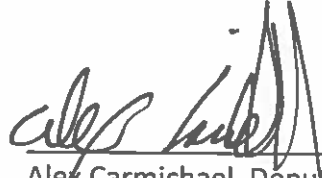
Adjournment

Commissioner Gilliland moved to adjourn the meeting; Commissioner Lentz seconded, and the motion carried 4/0. Meeting adjourned at 6:11pm.

Town of Montreat
Board of Commissioners
Town Council - Special Meeting
August 20, 2018
Walkup Building



Tim Helms, Mayor



Alex Carmichael, Deputy Town Clerk