

VILLAGE OF BOLIVAR COUNCIL MEETING May 14, 2018

The Bolivar Village Council met in a **special session** on **Monday, May 14, 2018**. Mayor Hubble called the meeting to order at 5:30 p.m. The Pledge of Allegiance was said. Lloyd opened the meeting with a moment of prayer. Gettan, Lang, Lapp, Lebold, Lloyd & Vincent answered roll call.

The Mayor began the meeting by stating the purpose of the meeting as advertised in the paper. The notice stated "The purpose of this special session is to discuss additional information regarding the prospective engineering firms interested in the Bolivar water meter project. After this discussion, action may be taken pursuant to Ohio's Qualification Based Selection Process to rank the prospective firms and begin negotiations with the most qualified firm".

The Mayor reported that she had contacted part of council and asked the Fiscal Officer to contact the remaining members. This is based upon the evaluation of our scoring sheets. As you know, there is a scoring sheet and what you have before you are the rankings as far as the weights go. The firm's criteria is a five (5); all the weights are kept the same; 5, 2, 4, 3 and 1. The Mayor asked if this is correct with council (based on the scoring sheets from our last meeting). She reported the biggest issue was, she wasn't sure if there was some miscommunications as to how to do the ratings or not. She added that as she talked to Council she advised they have a right to their opinion; they have a right to rate how they feel; then multiply each line to come up with the score. Unfortunately the scores reflected some professional bias so she wants to make sure everyone has a good understanding of each of the engineering firms and what they have as far as qualifications. The Mayor added she has actually talked to each of the engineering firms and told them there were some scoring issues and we want to make sure everything done is fair and equitable, therefore there was going to be a special meeting to do the rating system tonight using the same weighting.

The Mayor said she asked each of the firms the same questions when she spoke with them in regards to the GIS. The one question that was asked that she feels was one of the most important questions from council, if she understood correctly, was in regards to GIS. When council met at the last meeting; what was said to us and how it was presented was perhaps rushed and we did not get a good understanding. The question she asked each of the firms was whether they did their GIS in house or outsourced it. She also asked if the individual firms had the GIS program. (Geographical mapping of internal water or sewer). Lang said we already have one. The Mayor said, yes, but the question is, can these individual firms take the GIS information and update it as we need to do it for pit meters. She added that when she talked to Civil Design, Mr. Matter said that he does have some experience with GIS and has a computer model on his computer; he can impute the information he receives from RCAP. When she talked to Hammontree, at first Mr. Powell wasn't sure how they did it but later emailed the Mayor. Basically they have the same capabilities as Civil Design. Since neither have their own department, they basically take the model

given to them by RCAP; input it in the computer and update it as they need to. The third firm was GPD. They actually have their own department and a man who went to school for GIS and has a degree in asset management and GIS. They can actually take it a little bit further in the sense they could have done the GIS mapping for us, which they didn't but they can update and enhance the model to a great degree. In addition they would be able to help Dave with training.

In addition, when speaking with the firms, she asked them to send out additional books. She believes Civil Design provided a book for all of Council; Hammontree didn't and GPD was also sending more.

The Mayor further stated that she asked App to compile an overview sheet. App noted this was also done last year when Council scored engineers. The Mayor didn't think it would be needed this time but in order to get a better understanding, the overview includes a snapshot of everything that was previously told to council. The spreadsheet is broken down by category numbered 1-5.

The Mayor concluded council would take each firm, discuss them and do a rating. Lang stated in regards to the GIS mapping, "The only thing the Village needs is to know where our water lines are at for breaks. All this is going to do is map from the box of the home owners to their actual line". He feels there is nothing that the village needs. He feels it's a fancy way of saying it's something we don't really need. Lebold asked, "We don't need"? Lang said the only person he recalls bringing up the GIS mapping is the clerk. App asked him to repeat. Lang said, at the last meeting. App and Vincent simultaneously responded it was Mary that asked at the last meeting. Lang claimed App already asked; App stated she didn't recall but we can always listen to the tape. App further commented by stating she thought we were all entitled to questions. Lang said, "I don't recall you being on council". App responded with, "I'm sorry, I'm not only a resident in the town but I have been asked to do things in the town". Lang responded back with "You should have asked during public speaks". App said, "Tim if you are going to start that...I wouldn't" Lang accused App of not liking the firm they selected so she was re-doing it. App stated, "No, I'm not re-doing anything. I think the facts will speak for them self. I have nothing to do with numbers that were reported." Lang made a reference to a prior comment about professional bias but it was inaudible. Gardner interjected, her issue is with the fact there were mathematical errors. Lang stated, "which is why someone else should have added them, but regardless I'm allowed to rate them as I see fit." App responded, "Tim someone else did add them; I actually added them after what you reported and what you reported was not on your sheets. So that..." Tim interjected mid sentence and again accused App of wanting a different firm than the one selected. App made it clear she didn't want anyone and "could care less who gets it. But if you are going to fill out a questionnaire then you should go down point by point and fill out the questionnaire honestly. And if a firm has a 70 then they shouldn't be reported as an 80, it should be a 70. So that's what triggered all of this". App additionally responded to Lang by stating, "I'm the record keeper of the Village and I don't know what axe you have to grind with me..." Lang retorted, "Then you should have done it that night". App said she did

score it... "I added up what was read that night". He said we should have a policy for the Village for a professional to... (inaudible). App said everyone was in such a hurry to get out of the meeting last week.

Lebold interjected, "Tim I can understand your hostility but I can say this, after that meeting that night I went home and I was ashamed of the way this council rated firms that didn't know what they were rating for". Vincent said she disagrees with that; that she knew what she was rating. Lloyd said the one thing this does give us (referring to the spreadsheets) is that it's all broken down very simply so if there was ever anyone that questioned our weightings we broke it down, made our own individual decisions and went with it. Gardner added, what App previously started to say was there were some things on the record reported as to what the scores are and when you add them up it didn't match. Lang felt a third party should have added them. Gardner stated she just wants to make sure our sheets match what's in the record and that's all she cares about. Council can do whatever they want with the rest of it. The Mayor added, "You can do what you want; I told you that day on the phone you can grade however you see fit." She added if the question asks about the past performance with this authority and you say it's a zero (0) and they have done work with you. I don't know how you can rate that person as a zero (0). She said the least they could receive is a one (1). The Mayor added, "That's all I was saying; to me there were some errors; and definitely the math was wrong ". Tim said we shouldn't have been doing the math; someone else should have. The Mayor said they maybe should have but that's not how we did it the last time. App added, the last time there was a mediator and council reported their numbers in; that's how it was done last time. The Mayor added, the last time each council member gave her their scores per line and they were added and averaged to get the final score. She added, "Basically I did the scoring sheets and I feel like maybe that might be the way to do it this time". The Mayor said each of you would give me your score per line and they will be added and averaged out. She also wanted to clarify, "I am not taking away your score. You as council have a right. You are the ones that have to choose. You will have to live with the engineering firm that you choose".

The Mayor further added, "When I said I don't care, I do care. I care for the Village. I want to have the best that we can have. Having said that, the decision is not mine. The only time I would have a decision is if I break a tie. It's truly up to council and how you feel". In addition the Mayor stated that she does believe the people that have to work with this engineering firm is Dave; he will work one on one with them. It will be Maria because she has to deal with the financial aspect of it regardless of what you are saying Tim; she does have to work with them.

Lang reverted back to past performance and said GPD hasn't yet finished the product for the current downtown project. App added, they did the trail. Lebold countered by saying the question is in regards to the past performance for this public authority and there is only one of these firms that have done work with us in the past; not Hammontree or Civil Design. GPD are the ones that designed the Towpath Trail that comes through Bolivar. They also worked up the estimates on the Downtown Project.

The Mayor said, she is not asking anyone to change their score. "I'm here to ask you to tell me what your score is and then we will get the math done right". The Mayor further added, these spreadsheets are given to you basically because you do not have the books in front of you; adding that she doesn't even know if anyone looks at the books. If you did already look at the books then you can ignore these sheets because you already have the information in your mind and you already know. Again, she reiterated, "I'm not asking you to change anything; I'm asking you to give me your rating score and we will move forward with that".

The Mayor started with Hammontree as they were the first one to present last week. If anyone has any questions, we can refer to the sheet that Maria has provided here; "She was asked to do this and I feel it was important information". "Maria did spend a lot of time working on this. She did a lot of research and she did it for the benefit of you". Mayor Hubble also noted the books are also here so if there's any question you can also look at the books that I brought with me. App interjected, "The spreadsheets are also broken down to coincide with the numbers on the qualification sheet".

Starting with Hammontree, for question number one regarding the individual firm's criteria and experience, what would you like to give me for a rating? Vincent asked if they could see their sheets from last time. The Mayor dispersed everyone's original individual sheets for a cross reference. Council asked for a few minutes to look over the sheets before beginning the scoring. The Mayor reminded everyone the weights remained the same; those have not changed. The weights are 5, 2, 4, 3, and 1 which is what council set at the last meeting. "That's what you felt was important." Lebold asked about the overview sheet; the Mayor said it's an overview of what is in the qualification books and based upon the scoring sheets. She added, if anyone would like to look at the books she brought them with her if it helps anyone. The Mayor asked Council to let her know when they are ready to begin scoring.

While waiting on council to review their former sheets, the Mayor asked Franks if he had input on any of this; if there was anything he would like to say or present in moving forward. She noted that she didn't think he said anything in the last meeting and she thought it would be helpful.

Franks said Mr. Powell with Hammontree contacted him a few times and asked a few questions. They talked briefly about how the Village already has the water system GIS. Franks reported that he already told him that RCAP had already done everything because the Mayor got the grants so he contacted RCAP himself. Franks went on to report that it doesn't really matter what firm if they need anything from RCAP, the Village would first need to give the ok to give it to whatever firm. So Hammontree, GPD or Civil Design would be treated the same; to get the Village ok to let them have our GIS. Franks said he never dealt with Tom outside of just communicating on the phone.

The Mayor asked Council if they were ready to report. For Hammontree, **question #1 (firms individual criteria)** the scores were as follows:

Gettan - 4; Lapp - 4

Lang - Responded with "Decline". He said he's not rating them; he doesn't want to create any bias so he isn't going to rate any of the firms. The Mayor said "you have to rate them Tim". He said he didn't have to. Hubble asked Tim if he was using what he originally stated. He said he's not; that he abstains.

Lebold - 3; Vincent - 5; Lloyd - 5

For question #2 (closest proximity to the project site)

Gettan - 3; Lapp - 4; Lebold - 2; Vincent - 4; Lloyd - 4

For question #3 (capacity to perform work)

Gettan - 4; Lapp - 5; Lebold - 4; Vincent - 5; Lloyd - 4

For question #4 (references)

Gettan - 5; Lapp - 5; Lebold - 4; Vincent - 5; Lloyd - 4

For question #5 (past performance)

Gettan - 1; Lapp - 0; Lebold - 0; Vincent - 0; Lloyd - 0

The Mayor announced the total rating for the criteria for Hammontree as follows:

#1 - firms individual criteria was a $4 \times 5 = 20$

#2 -closest proximity to the project site was a $4 \times 2 = 8$

#3 - capacity to perform work was a $4 \times 4 = 16$

#4 - references was a $5 \times 3 = 15$

#5 - past performance was zero (0)

The total score for Hammontree was a 59.

The Mayor proceeded to ask Franks if he would like to say anything before they move on to scoring GPD. Franks stated he has worked with them for the Downtown Project as far as the waterline aspect of it goes. He also worked with them when they gave the maps. He added the guy that does the surveying actually lives on Brace Street up near Tuscarawas Street so that was convenient since he was right here. When we first designed the water downtown there were a couple things missed but they got that rectified. He also dealt with them a little bit with the Trail and the waterline project down here. They do call or will stop by. They have been very knowledgeable with what they are doing downtown. Basically that's what I have dealt with, with them. Gettan asked Franks "how would he rate them if you were rating them"? He responded with, "It's hard because the only thing that's done is the Towpath Trail. Until the water line is done, I don't know. Right now I have thought they have done a very good job

with what they have done for the downtown project on paper. Until it's in the ground, I don't know but on paper everything is the way that we want it".

The Mayor asked Council their scores for GPD.

Question #1 (firms individual criteria) the scores were as follows:

Gettan - 5; Lapp - 5; Lebold - 5; Vincent - 5; Lloyd - 5

For question #2 (closest proximity to the project site)

Gettan - 4; Lapp - 3; Lebold - 4; Vincent - 4; Lloyd - 4

For question #3 (capacity to perform work)

Gettan - 5; Lapp - 5; Lebold - 5; Vincent - 5; Lloyd - 5

For question #4 (references)

Gettan - 5; Lapp - 4; Lebold - 5; Vincent - 5; Lloyd - 5

For question #5 (past performance)

Gettan - 4; Lapp - 3; Lebold - 5; Vincent - 4; Lloyd - 4

The Mayor announced the total rating for the criteria for GPD as follows:

#1 - firms individual criteria was a $5 \times 5 = 25$

#2 -closest proximity to the project site was a $4 \times 2 = 8$

#3 - capacity to perform work was a $5 \times 4 = 20$

#4 - references was a $5 \times 3 = 15$

#5 - past performance was zero $4 \times 1 = 4$

The total score for GPD was a 72.

The Mayor proceeded to ask Franks if he had anything to say in regards to Civil Design. Franks stated he talked on the phone with Civil Design as well as at the last council meeting. He said they asked him which direction the village wanted to go whether inside or outside the home as well as RCAP's recommendations. Franks added they also talked about what kind of structure for the pits, etc. Franks also said they had a little communication back and forth as far as what the village needs the project to be for the water loss. He stated they were very knowledgeable but all they have had was phone calls.

Lebold added, at the last meeting he said a lot for Civil Design and they are a good company. However he stated that he had a chance to check out a question he asked about their involvement with the Tuscarawas County Sewer and Water in Wilkshire Hills. In Wilkshire, Civil Design did not do the design for the meters or any of the GIS work; they just filled in a little bit because a lot of that work was done in house.

The Mayor asked if anyone had any additional discussion before moving on. Council proceeded to report their scores for Civil Design

Question #1 (firms individual criteria) the scores were as follows:

Gettan - 3; Lapp - 4; Lebold - 3; Vincent - 5; Lloyd - 4

For question #2 (closest proximity to the project site)

Gettan - 3; Lapp - 5; Lebold - 4; Vincent - 5; Lloyd - 5

For question #3 (capacity to perform work)

Gettan - 4; Lapp - 5; Lebold - 3; Vincent - 5; Lloyd - 4

For question #4 (references)

Gettan - 4; Lapp - 5; Lebold - 4; Vincent - 5; Lloyd - 5

For question #5 (past performance)

Gettan - 0; Lapp - 0; Lebold - 0; Vincent - 0; Lloyd - 0

The Mayor announced the total rating for the criteria for Civil Design as follows:

#1 - firms individual criteria was a 3.8 rounded to a 4; $4 \times 5 = 20$

#2 -closest proximity to the project site was a $5 \times 2 = 10$

#3 - capacity to perform work was a $4 \times 4 = 16$

#4 - references was a $5 \times 3 = 15$

#5 - past performance was zero $0 \times 1 = 0$

The total score for Civil Design was a 61.

Before proceeding forward, Mayor asked Tim if he wanted to check the scores; he said no. Hubble asked Franks if he would like to check them. She noted that she just wrote down the scores and averaged them. Lebold said to ask the president pro-temp to check them. The Mayor explained to Lloyd how the scoring is calculated.

While Lloyd was verifying the totals, the Mayor asked Council if they had any more discussion or comment on anything. "Do you feel like this is a fair representation?"

Lloyd said the only thing that really changed is who has worked for us in the past. If you took that out of the equation it would change it. The Mayor said basically they were the same scores. In other words, if you took number five (5) out of the equation, the numbers are all pretty close.

Lebold added that he would like to say something about GPD since the voting is all done. He said GPD worked with him on the trail design. They worked all the prices up and did the bidding and we were able to save \$130,000.00. That money was used to pay for the last 1/2 mile of the trail. That

was significant compared to what they estimated and what they were able to get on prices quoted.

Gettan said she thought it would be nice too since they are doing the Downtown Project; it will tie together. She did express that she does hope at some time in the future the Village could work with Hammontree because she really liked those guys. "They just seem like a good firm".

The Mayor asked Lang if he had anything else to say. He responded, "No, I don't think it would be constructive".

App added that she had something to add. "I know I'm not on Council to vote on this but since we have worked first hand...they (GPD) just came into the office recently and you (Mayor) can probably elaborate more on it with the financial end of it with the grants and the funding. They came in at no cost; they have acted as the mediator with OPWC and ARC. The Mayor interjected that GPD came in because we had some major issues with our ARC funding because of what happened previously and they actually took care of it and worked with us. GPD helped the Mayor work with Jeanette, Alan and different people that are part of the ARC funding process. They did not charge us for that and they could have. The Mayor felt that was very nice.

The Mayor requested all the score sheets back so they can be filed on record. App added that anyone can have a copy of them but she needed them back to be filed in the record. Regardless if anyone wrote on the sheets, they are all considered part of the record.

Lebold asked what the final scores were. The Mayor said according to the ratings, the final decision is:

Civil Design - 61

GPD - 72

Hammontree - 59

According to this, GPD would be the one that would be contacted. Then they would come in with their bid and the total project cost. If it's not acceptable to Council then of course we could move on to the next one which would be Civil Design. Just because someone got something doesn't mean they are the one, it just means they will be presented the first option for giving us the information we need.

The Mayor asked again if there is anything else as far as the rating is concerned because that's all we can discuss here tonight.

There were no additional questions. The Mayor will move forward with contacting the firms with the results.

Gettan moved, seconded by Vincent to adjourn until Monday, June 4, 2018. In a roll call vote, all members present voted yes.

Mayor Rebecca S. Hubble

ATTEST:

Maria A. App, Fiscal Officer

Approved: June 4, 2018