

Board of Directors
Island Remediation and Public Participation Center (IRPPC)

19 March 2002
Minutes

The meeting was convened at 7:15pm at the Vashon Chamber office. Present were: Board President James English, Treasurer Nan Hammett, and Secretary Steven Macdonald. Director Macdonald chaired the meeting. The agenda is attached as the last page of these minutes.

Review and adoption of minutes from prior meeting (2/12)

The minutes were adopted without modification.

Proposal review

The proposal review was conducted in five phases.

- 1) Determination of "responsiveness." Two bidders were judged to have submitted non-responsive proposals: KDD, and Oasis. The KDD bid proposed to do six of the desirable elements, but did not include any detailed budget. The OASIS bid proposed only two of the desirable elements. These bids were dropped from further consideration.
- 2) Review of proposed budgets. The Earthworks bid budget was interpreted to have erroneously estimated costs for the full two-year period, and was halved in order to assume comparability with other bidders; regardless, discrepancies remained between budget figures in the text of the proposal and in the attached spreadsheet. Task cost estimates from the four bidders who submitted budgets were compared for the required elements and the desirable elements.
- 3) Review of qualifications, potential conflict of interest issues. The remaining bids were deemed adequate on these.
- 4) Review of time estimates for activities/tasks. Time estimates from the three bidders who submitted them were compared for the required elements and the desirable elements.
- 5) Summary review of bids, and discussion of possible split awards. The decision was made to take advantage of the strengths of the two bidders IERE and Kleinfelder, by offering each a combination of required and desirable tasks. Constrained by the total budget available to IRPPC, the Board chose to fund all six of the essential tasks and three of the desirable tasks.

The Board next discussed strategy for negotiation with possible awardees. Secretary Macdonald offered to contact all bidders.

Financial affairs

The Board decided to request a temporary loan from VMICC of \$400, for operating expenses, before we receive reimbursements from Ecology.

19 March 2002
Agenda

1. Announcements

2. Review and adoption of minutes from prior meeting (2/12)

3. Proposal review

- Determination of "responsiveness" - KDD, Oasis
- Review of proposed budgets - as bid, as interpreted
- Review of qualifications, potential conflict of interest issues
- Review of time estimates for activities/tasks
- Summary review of bids
- Discussion of adjustment of proposed budgets
- Discussion of possible split awards
- Strategy for negotiation with possible awardees

4. Financial affairs

5. VMICC HMRC topics

Next meetings

7:15pm, second Tuesday evening of each month: 9 April, 14 May, 11 June

Location: Vashon Chamber of Commerce office, Parker Plaza on Vashon Highway