

**RFP 25-06-11-PMO**  
**RC Track Cover and ADA Compliance Improvements**  
**Bid Evaluation Committee Minutes**  
**June 24, 2025**  
**2:00 p.m.**  
**Council Chambers**

Procurement Manager, Heather Sutton, opened the meeting at 2:06 p.m.

The committee members on the evaluation team were present: Donald Faulkner, Parks and Recreation Crew Leader, arrived at 2:09 p.m.; Nicholas Schwendt, CDS Planning Administrator; Natasha Peacock, Deputy City Clerk; and Stephanie Raybon, FD Executive Assistant. Also present: Procurement Manager Heather Sutton, Jayce Vanderford, Project Manager, and Finance Director Gina Toussaint. Charles Parker was absent.

Procurement Manager, Heather Sutton went over the evaluation sheets. She explained that the qualifications and experience are based on the scope, cost proposal, and whether they passed or failed on the cover letter criteria, as well as references.

Ms. Sutton next went over the scoring process stating the range is 1 through 5 for the first few scoring objectives. She said 5 is the best score. She mentioned the pass and fail criteria.

At 2:09 p.m., the committee began the scoring process.

She explained that the committee could discuss their thoughts among themselves, as the meeting is an open opportunity to ask questions, as well. The committee looked over the bid submission from Holley Development Corporation, which was the sole qualified bid.

Jayce Vanderford, Project Manager, explained that the base bid is for the cover portion, and the alternate is for the ADA portion. Stephanie Raybon, FD Executive Assistant, asked if both the cover and ramp should be evaluated, and J. Vanderford replied that a lift is an acceptable alternate. He added that the Council would approve whether the lift or ramp is acceptable. The committee is evaluating the entire package.

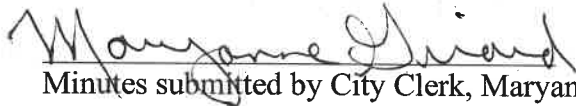
Discussion ensued concerning concerns about vandalism, whether the lift is a good choice, a monthly fee for camera security coverage in the event of an emergency, the fire calls to the location, and whether the lift needed to be inspected. CDS Planning Administrator N. Schwendt said a lift is functional, but the ramp is less costly to maintain in the event of vandalism.

Discussion ensued on the 180-day timeframe based on weather concerns, the electrical alternate bid and the pricing, adding outlets as improvements are made, and the price differences in the proposal.

Jayce Vanderford, Project Manager, said the initial bid did not have electrical or a downspout. They are not required, so we could decide whether to accept them. He also stated there will be lights as improvements are made and tournaments are held at night.

Ms. Sutton asked that their initials be placed on the evaluation sheets before submitting the scores. She instructed the committee to complete the first column, circle either pass or fail, and rate each category with 1 being the lowest and 5 being the highest. She reminded the committee that they are still under the cone of silence. Their recommendation will go to the Council in August.

Ms. Sutton collected the sheets at 2:31 p.m. The meeting was adjourned at 2:31 p.m.



Minutes submitted by City Clerk, Maryanne Girard  
*Proper notice having been duly given*

