

SELECTION COMMITTEE MEETING MINUTES  
NOVEMBER 20, 2013 AT 4:00 P.M.  
CITY COUNCIL CHAMBERS, 401 VIRGINIA, NEW MEADOWS

**1. Roll Call:**

Committee members present included: Council Member Heather Wilde, Public Works Supervisor Doug Buys, City Clerk Jacob Qualls, City Contract Engineer Gregg Tankersley, and Community Member Dixie Jeffs. Debbie Evans with Kamiah Grants & Associates was also present.

**2. Review of Grant Administrator / Writer Proposals:**

The committee reviewed the three proposals that were received by the deadline; CEDA, Kamiah Grants & Associates, and Walter M Steed & Associates.

The committee asked questions of Mrs. Evans regarding her firm's proposal.

The committee discussed each proposal and the scoring criteria. The Request for Proposals identified the scoring criteria as:

1. Capability to perform project
2. Relevant project experience
3. Qualifications of project team
4. Project approach and schedule
5. Selection Committee interview (optional)

The committee decided that they would like to interview the following firms that made proposals: Walter M Steed & Associates and CEDA (Clearwater Economic Development Association) at a date in December. The committee decided that Kamiah Grants & Associates could be interviewed by telephone since many of the questions were answered at this meeting.

**3. Adjourn:**

The meeting adjourned at 5:25 p.m.

Respectfully submitted

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Jacob Qualls, City Clerk