

**Board of Directors,
Cleveland County Rural Water District #1**

Tuesday, November 29, 2022
7:00pm at the District Office (11341 SH 39 East)

The agenda for the meeting was posted at the meeting location on November 25, 2022 @ 6:30pm.

1. Call to order and roll call.

The meeting was called to order by Chairman Richard Murnan at 7:04pm. Board members in attendance were Robert Grisham, JoAnn Miller-Dudgeon, Jeannie Salmon, Gary Koehn, and Richard Murnan. Board member David Standridge was absent and one Board Member position remains vacant.

2. Consider actions required to select a Regional and Consolidation Project Engineering company.

- a. The Chairman presented a list of seven companies contacted via Request for Qualifications (RFQ) letter sent 10/26/2022 via USPS with tracking.
- b. In summary:
 - i. Companies sent RFQ but did not respond:
 1. Poe & Assoc, INC, 1601 NW Expressway, Suite 400, OKC, OK 73118
 2. CEC, 4555 W. Memorial Road, OKC, OK 73142
 - ii. Companies sent RFQ that responded via phone or email but decided to respond to RFQ:
 1. Holloway, Updike, and Bellen, INC, 818 Eastside Boulevard, Muskogee, OK 74403
 2. Meyers Engineering, 13911 Quail Point Drive, OKC, OK 73134
- c. Companies that provided their Statement of Qualifications (SOQ) and were received by deadline of COB 11/23/2022 were:
 1. Cowan Group, 7100 N. Classen, Suite 500, OKC, OK 73116 p.405-463-3369
 2. Meshek and Assoc, LLC, 2000 N. Classen, #E250, OKC, OK 73106, p.405-229-3260
 3. WDB Engineering, PLLC, 6330 SE 74th Street, OKC, OK, 73135 p.405-741-7090
- d. Secretary, Jo Ann Miller-Dudgeon provided evaluation forms and described our methodology for making the final selection among the three companies that provided the necessary SOQs.
- e. The evaluation forms listed the RFQs evaluation criteria along with the maximum number of points each criteria could be assigned. The total maximum number of points was 100. The following is the RFQs evaluation criteria versus the maximum point that could be assigned to each criterion:
 - i. Proposed Project Approach and timeline 20 points
 - ii. Project organization and staffing 15 points

- iii. Previous Project Experience working with Oklahoma Rural Water Districts 25 points
- iv. Prior Experience with projects funded or administered by the Oklahoma State Water Regulatory Services 30 points
- v. Reference(s) 10 points
- f. Each Board Member conducted an independent evaluation of each company's SOQ and filled out their own evaluation form.
- g. Once all Board Members had completed their evaluation, each evaluation form was then tallied by the Chairman with all Board Members present. For each company, a cumulative average of all the evaluation forms was determined.
- h. The company with the highest number of points was selected.

3. Selection of the Engineering company.


The district selected WDB Engineering for the Regional and Consolidation Project.

4. Public comments.

No visitors were present.

5. Adjourn.

The meeting was adjourned at 8:34 pm with a motion by Gary Koehn and seconded by Robert Grisham. Vote was unanimous in favor and the motion carried.



Jo Ann Miller-Dudgeon, Secretary
Cleveland County Rural Water District #1