

## Minutes of the November 2, 2023 Commissioners Special Meeting

1. **Call to order:** 6:31 pm
2. **Establishment of a quorum:** Commissioner Berumen, Commissioner Anaya, Commissioner Rankins, Commissioner Booth. Commissioner Mayberry attended virtually.
3. **Pledge of Allegiance:** The Pledge was recited.
4. **Public Comment:** None
5. **Discussion and take action on the method to be used for the selection of the general contractor for construction of the ESD Headquarters:** Commissioner Booth stated that this item was added to the agenda after a discussion with our attorney. There are strict guidelines for this process. There are two methods that may be used for the bidding process. The first one is competitive bidding which is awarded to the lowest responsible bidder and this method is usually used for smaller simple projects. The competitive sealed proposal method allows us to choose the best value and is best for more complex projects. The detailed items required for proposals from code 2269.056 (B) were reviewed by Commissioner Booth and are included in the proposal package prepared by BRW. Commissioner Booth reviewed the documents prepared by BRW while referencing the code to show that the current proposal contains all the required items. We are proposing that we proceed with a sealed competitive proposal method. Commissioners were asked for their input into the preferred process for general contractor bidding/proposal methods. Commissioner Mayberry asked if the Board needs to delegate the authorization for the Building Committee to make these decisions in the future. The Attorney stated that this may be done with a very specific section of the Government code being taken into consideration. The Attorney recommends that financial discussion continue to be made by the Board of Commissioner. Commissioner Booth made a motion to select the Competitive sealed proposal method to solicit a general contractor because it provides the ESD with best value for our project. Motion was seconded by Commissioner Rankins. The Commissioners were polled, and votes were as such:

For: Commissioner Berumen, Commissioner Anaya, Commissioner Booth,  
Commissioner Rankins, Commissioner Mayberry.

Against: None  
Motion carried.

EXECUTIVE SESSION – None

- 6. Adjourn:** Motion to adjourn made by Commissioner Rankins, Meeting adjourned at 6:47 pm.

Submitted by: Katherine Ames, Administrator

Reviewed by: Diana Hernandez, Administrative Assistant,