

**Montgomery County
Emergency Services District No. 4
Minutes from Special Meeting**

April 1, 2021

Item 1 – Call the meeting to order

The meeting was called to order at 10:03 a.m. by Commissioner Arceneaux. The Commissioners present were: Brian Arceneaux, Roxann McDaniel, Mark Abbey, Raymond Veit, and Karen Keels. Also in attendance were: Chief Hosler, Assistant Chief Dicker, Assistant Chief Doyle, Helen Capozzelli, Captain Lee, and Elliot Barner of Radcliffe Bobbitt Adams Polley PLLC (via videoconference).

Item 2 - Public comments. Members of the public are invited to speak for three (3) minutes on District matters that relate to agenda or non-agenda items.

None.

Item 3 - Station 61 construction, including review findings of the Construction Committee for Design-Build of Station 61, Design-Builder for same and authorize negotiation of a contract with same.

Chief Hosler informed the Commissioners that the Construction Committee ranked the submittals for the Design-Build of Station 61 by utilizing the ranking documents prepared by the District's representative, Anderson Group Construction Management ("AGCM"). Chief Hosler stated that upon review the Construction Committee's analysis, the Commissioners may choose to accept or reject the rankings and/or interview the top three (3) candidates. Commissioner Abbey stated that the ranking system was very in-depth and that the candidate with the highest ranking received such ranking due to all services being provided in-house and quality of their previous work experience. Commissioner McDaniel asked if the referrals were checked and Chief Hosler replied that they were extensively checked to confirm the work product. Commissioner Keels asked how the scores were determined. Chief Hosler explained that rankings were determined by: 1) relevant experience; 2) architectural experience; 3) prior projects with AGCM; 4) projects completed on time and within budget; 5) organizational structure; 6) subcontractors and suppliers; and 7) approach to the construction process. Chief Hosler added that AGCM will, as District Representative on the Station 61 project, assist with the contract preparation process to determine the final construction cost and will provide the draft construction contract to RBAP for review before the Board's consideration. A motion was made by Commissioner McDaniel and seconded by Commissioner Veit: 1) to accept the Construction Committee's Design-Builder rankings; 2) to ensure that the highest ranked candidate is still available for the project; 3) to authorize negotiation of the design-build construction contract with the highest ranked candidate, Grossman; and 4) to

authorize notification to the other contractors of the Board's decision. The motion carried 5 for (Commissioners Arceneaux, McDaniel, Veit, Abbey, and Keels), 0 against, 0 abstain.

Item 4 - Executive Session to discuss items as authorized by the Texas Open Meetings Act, as may be necessary.

None.

At this time Chief Doyle thanked the Commissioners for authorizing the implementation of Life Scan for the District employees. Chief Hosler added that four (4) employees, during two (2) Life Scans, were detected to have major health concerns.

Item 5 – Adjourn.

Motion was made by Commissioner McDaniel to adjourn at 10:21 a.m. and seconded by Commissioner Abbey. The motion carried 5 for (Commissioners Arceneaux, McDaniel, Veit, Abbey, and Keels), 0 against, 0 abstain.

Mark Abbey
Secretary, Board of Commissioners