

BOARD OF PARK COMMISSIONERS
October 7, 2021

CALL TO ORDER

A meeting of the Cincinnati Board of Park Commissioners was held on this day at 950 Eden Park Drive. Commissioners present: President Jim Goetz, Vice President Linda Lee Thomas, Commissioner Brad Lindner, Commissioner Molly North and Commissioner Susan Castellini. President Goetz called the meeting to order at 2:33 P.M.

President Goetz noted there were no public comments submitted or speakers present.

CITY PROCUREMENT DISCUSSION

President Goetz welcomed City Manager Paula Boggs Muething. She announced City Administration has requested a waiver from the two respondents of the Riverfront Boat Dock RFP so they may present their proposals to the Park Board. She expressed the objective to achieve a common understanding of the Procurement process and that the City does not intend to impact the authority of the Park Board. President Goetz explained the Park Board wants to participate in the City Procurement process correctly.

Ms. Muething provided an overview of City Procurement, including how departments are included in the process. She explained departments decide on the type of bid request as well as criteria, and that a Request for Information (RFI) may have been the best route for the Boat Dock RFP. She shared recommendations for Parks procurement including the suggestion to establish a protocol for future procurement needs.

The department's responsibility to determine the type of request was discussed. Ms. Muething explained the department typically works with their Buyer on the best route to take, or the City Manager would work with the Purchasing Director if a request is from her office. She expressed the Park Board should discuss with staff upfront with the help of Procurement to determine whether an RFI, RFP, or RFQ (Request for Qualifications) is the best starting point.

RFI was discussed, including its definition and how it could have worked for the Boat Dock Project and inform an RFP. The point at which information related to an RFP becomes confidential was discussed.

RFQ was defined and the appropriate situation in which to use it was discussed. Ms. Muething expressed it would be beneficial for Parks staff to be familiar with the Park Board's needs and expectations for procurement projects.

The ways in which the bid process differs from typical development proposals in the City, in terms of confidentiality, was discussed.

Ms. North asked what the next step would have been if the Boat Dock Award Recommendation was approved by the Park Board. Ms. Muething explained the contract would then be negotiated with input from the department and an intent to negotiate would allow for the contractor to present

their proposal. President Goetz noted the Procurement manual has conflicting information regarding when information is no longer confidential. Mr. Goetz asked how the department can negotiate a contract if they have not seen a proposal. Ms. Muething clarified when intent to negotiate is established, the proposals become public. There was further discussion regarding formalized award recommendations and their impact on confidentiality of proposals. Ms. Muething indicated when an award recommendation is signed by the department head and City Manager, the proposal is public.

The differences between different request processes were discussed, as well as potential benefits an RFI could have provided for the Boat Dock project and moving forward. The suggestion for a confidentiality waiver from Boat Dock RFP respondents was discussed as a viable solution for the Park Board to address the tabled award recommendation for the project.

President Goetz expressed moving forward with future RFPs, the Board needs to understand what information can be seen and when. Director Kish commented she needed clarity on to what extent she can access information related to RFPs in order to agree or disagree with the Evaluation Committee's recommendations, and what can be presented publicly after the recommendation is signed. Ms. Muething explained it is a matter of delegation and trust on behalf of the Director, or she may participate on the Evaluation Committee to see all documentation. She explained the successful bidder's proposal can be shared when the recommendation is made. President Goetz commented the Director should be able to rely on Evaluation Committee's recommendation if the RFP has been focused to reflect the priorities and wants of the Park Board.

The selection criteria and weight for each item were discussed, including who determines them and how they vary from project to project. Ms. Muething explained the department sets the criteria based on their priorities for the project.

Director Kish mentioned RFPs can be presented to the Board for their approval prior to being submitted to Procurement. Mr. Goetz suggested the Board establish criteria on when an RFI is the appropriate route and when they would like to review an RFP.

The designated purchasing liaison for Parks was discussed, as well as the role of staff in helping to navigate the Procurement process.

The Department of Economic Inclusion goals, the criteria's impact on RFP scoring, and Procurement's efforts to communicate required inclusion goals was discussed. There was discussion regarding lowest and best bids.

President Goetz expressed support for the inclusion goals. He noted the inclusion goals are different for RFPs and asked if the department can establish the weight of these goals. City Manager Muething explained a respondent can move forward if they meet the inclusion goals, so the weighting only applies to those that meet the goals. She furthered the goals are highly definitive on the details of the RFP. There was further clarification regarding the benefits of using an RFI to create a detailed RFP that will have more accurate DEI goals. Ms. Muething reiterated the DEI goals are requirements.

President Goetz commented on the Board's interest in participating in Procurement process the correct way, but expressed frustration with maneuvering the process and being unable that they are not able to get projects done. He explained the Park Board needs Procurement's help in following the best route upfront, perhaps in developing the relationship with Parks' designated buyer. Ms. Hageman commented if the Park Board lets Procurement know their needs, they can help.

There was discussion regarding turnaround time in the Procurement Department for projects. Ms. Hageman commented she could share the department's guidelines for milestones and targeted turnaround time.

Craig Sherman provided suggestions for moving forward, such as including costs for materials versus labor and the fact that non-voting members can sit on the Evaluation Committees.

Commissioner Thomas commented the point is not to reduce inclusion goals, but to make sure they are accurate.

Director Kish commended Mr. Sherman for committing to developing an expertise on the Procurement process so staff has a better understanding within the department.

President Goetz thanked City Manager Muething and Bobbi Hageman for attending, and expressed next steps would be to work with Director Kish and Mr. Sherman to refine the process internally and move forward with the Boat Dock recommendation.

EXECUTIVE SESSION

President Goetz motioned to adjourn into Executive Session pursuant to ORC 121.22(G)(3) for the purposes of discussing a pending court action with an attorney. Commissioner North seconded. The motion passed by unanimous roll call vote.

The Board entered into Executive Session at 3:56 P.M.

The Board re-entered into a public meeting 4:08 P.M.

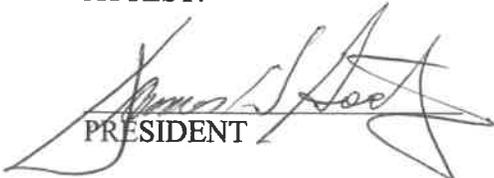
President Goetz explained the City Solicitor's Office has presented an agreement to enter into related to settlement of litigation revolving around Lytle Park. Commissioner North motioned to authorize the City Solicitor's Office to enter into the agreement on behalf of the Park Board as well as individual Commissioners named in the litigation. Commissioner Thomas seconded. The motion passed by unanimous roll call vote.

President Goetz thanked the Solicitor's Office for their assistance in this matter.

ADJOURNMENT

President Goetz adjourned the meeting at 4:09 P.M.

ATTEST:


PRESIDENT


DIRECTOR