

**WALLSBURG TOWN COUNCIL MEETING  
REQUEST FOR QUALIFICATIONS PROPOSAL OPENING**

January 6, 2025 – 4:30PM

**1. Call to Order 5:05PM**

- a. Roll Call: Alisha O’Driscoll, Terri Eisel, Mary Piscitelli, Troy Thompson  
Celeni Richins, Scott Larsen Excused

**2. Agenda Items:**

**a. Open and Select Engineering Company for CDBG Project Application – Action Item**

- i. Wallsburg Town Council members will open Request for Qualification proposals submitted from qualified civil engineers or firms through January 3, 2025 at 5:00pm and work to review and rate each proposal.
- ii. Vote to select a qualified civil engineer or firm from the submitted proposals to assist with an upcoming project that the Wallsburg Town Council anticipates to apply for CDBG funding to complete or continue the discussion to a further meeting

Terri Eisel read the above explanation. Alisha O’Driscoll explained the evaluation matrix that was created to select a Civil Engineer or Engineering Firm. The criteria to be evaluated is 1) Included Name of Engineer/Firm, 2) Included Engineer/Firm Address of Principal Place of Business, 3) Size of staff and current workload, 4) Previous relevant experience in the design and initial development of municipal public works projects, 5) Included list of References of more than 3 individuals or organizations familiar with the Engineer’s/Firm’s performance, 6) If a Civil Engineering Firm, identification and role of key individuals in the engineering team and/or its consultants. Alisha O’Driscoll stated that four responses were received from (in no particular order) Sunrise Engineering, Horrocks Engineers, Meridian Engineering, Civco Engineering. The Town Council members in attendance took time to open the sealed proposals and individually read through each to fill out and rate/rank each proposal. After rating/ranking each of the proposals, the Council Members in attendance were asked to write a few sentences about who they chose and why and sign/date their evaluation matrix.

Comments:

-Mary Piscitelli commented that it was hard to choose between Sunrise Engineering and Civco Engineering.

-Troy Thompson read that he wrote that he likes Horrocks the best, Sunrise a close second. Really liked Civco but they are small and far away – which can be good. He has not been really impressed with how Sunrise Engineering have handled the water project. For him personally, they weren’t the best for him to deal with- they might be a good firm but he didn’t care to work with them communication wise.

-Terri Eisel – Civco and Sunrise were close because they are familiar with our needs. Civco is familiar with CDBG, so is Horrocks. Sure Sunrise is too. But Civco and Horrocks know what will get money and what won’t and what we need right now as a Town.

-Mary Piscitelli said that Civco has been good to work with us and are always prepared and come to report and are responsive, etc. on the projects currently in process with them.

-Terri Eisel commented on Civco’s relationship and knowledge with the county also and with how they know what we need and how they can help us.

-Troy Thompson commented that he isn’t against Civco, he just wanted to rate and rank the proposals fairly against the criteria.

-Terri Eisel and Mary Piscitelli agreed. They appreciate Troy Thompson sharing his experience with Sunrise.

-Alisha O’Driscoll was asked if the RFQ requires picking the lowest bidder. Went through and commented that in the RFQ paperwork where it says in the Award section that the sponsor is not obligated to award a contract based up on the lowest priced submission, and can pick whichever proposal they prefer.

-Terri Eisel called for a motion to select an Engineer.

**Motion:** Mary Piscitelli moves to select Civco Engineering as the qualified Civil Engineer or Firm from the received proposals to assist with the upcoming CDBG Project application.

**Second:** Terri Eisel **Vote:** Unanimous

Terri Eisel stated that Wallsburg Town has selected Civco Engineering to assist Wallsburg Town in applying for CDBG funding.

Alisha O’Driscoll will write a letter to each of the engineers/firms that submitted a proposal to let them know if they were selected or not. She will reach out to the selected firm and communicate the CIP projects list and see what they can help with and what needs to be done to submit the CDBG application by next Friday. Alisha O’Driscoll will follow up via text or email to the Town Council with a recap of tonight’s meeting and any communication with Civco regarding the CDBG process.

**3. Adjourn**

**Motion:** Terri Eisel moves to adjourn

**Second:** Troy Thompson

**Vote:** Unanimous

Time: 5:58pm