



## MINUTES

Prosper Town Council Work Session  
Prosper Town Hall – Council Chambers  
250 W. First Street, Prosper, Texas  
Tuesday, March 14, 2023

### Call to Order/ Roll Call.

The meeting was called to order at 5:00 p.m.

#### **Council Members Present:**

Mayor David F. Bristol  
Mayor Pro-Tem Jeff Hodges  
Deputy Mayor Pro-Tem Craig Andres  
Councilmember Marcus E. Ray  
Councilmember Amy Bartley  
Councilmember Chris Kern  
Councilmember Charles Cotten

#### **Staff Members Present:**

Mario Canizares, Town Manager  
Michelle Lewis Sirianni, Town Secretary  
Terry Welch, Town Attorney  
Bob Scott, Executive Director of Administrative Services  
Robyn Battle, Executive Director of Community Services  
Chuck Ewings, Executive Director of Development and Infrastructure Services  
Hulon Webb, Engineering Director  
Chris Landrum, Finance Director  
Jay Carter, Purchasing Manager  
Stephanie Mays, Assistant Purchasing Manager  
Sherry Fangio, Buyer  
Whitney Rhem, Grants Administrator  
James Edwards, Director of Human Resources

### Items for Individual Consideration

#### **1. Discuss the Town's bid process and procurement methods. (JC)**

Mr. Carter presented three alternative procurement methods that can be used for construction projects, scoring used for Competitive Sealed Proposals (CSP) and Request for Proposals (RFP), and various criteria that can be used.

Mr. Webb provided a history of a few previous projects based on using Competitive Sealed Bid (CSB), and why the Town placed the CSP percentages into policy.

The Town Council discussed the different methods presented and the various criteria that would identify and meet the Town's objectives.

Staff suggested options to the Town Council for consideration moving forward such as asking the Capital Improvement Sub Committee to review the upcoming projects and determine the most important criteria to be used for the project, offering pre-bid meetings, or removing the CSP percentages from the policy.

The Town Council consensus was to remove the CSP percentages from the policy, and to change the criteria ratio to 65% cost, 25% time, and 10% qualifications/references as a minimum standard but could be subject to change based on the Capital Improvement Sub Committee recommendation.

The meeting was adjourned at 6:01 p.m.

These minutes approved on the 28<sup>th</sup> day of March 2023.

**APPROVED:**

  
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David F. Bristol, Mayor

**ATTEST:**

  
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Michelle Lewis Sirianni, Town Secretary

