

STATE OF TEXAS

COUNTIES OF POTTER

AND RANDALL

CITY OF AMARILLO

On the 11th day of March 2025, The Colonies Public Improvement District (PID) Advisory Board met at 2:00 PM at the City Hall., Room 1027, 623 S. Johnson, Amarillo, Texas, with the following people present:

MEMBERS PRESENT	PRESENT	TOTAL NO. MEETINGS HELD	TOTAL NO. MEETINGS ATTENDED
Jason Burr	Yes	27	27
Clark Damon	Yes	20	20
Luke Austin	No	13	11
Josh Langham	Yes	20	20
Trey Wilkinson	Yes	5	5

CITY OF AMARILLO STAFF:

Carrie Roberts, PID's
Justin Blackstock, Finance
Elizabeth Baker, Finance
Oraya Sopha, Finance
Ricardo Garcia, Purchasing

OTHERS IN ATTENDANCE:

Andrea Vance, FIMC
Brandi Parker, FIMC
James Shelton, TLA
Marc Franklin, Rockrose
Jeremy Hall, Rockrose
Matt Griffith, Rockrose

- **ITEM 1: Call to Order**
Jason called the meeting to order.
Carrie introduced COA staff attending the meeting.

- **ITEM 2: Approval of Minutes**

2.A: Approval of Minutes from the February 19, 2025 Meeting

Minutes were tabled until the next PID Advisory Board Meeting.

- **ITEM 3: Items for Discussion**

3A: Discuss and Consider Vendor for RFP 207-25CR Colonies New Improvements Project

Luke put together a spreadsheet and sent it to the Board to review.
Jason goes over each vendors submitted price.
Josh asked if a committee was actually created.
Jason responded there was a scoring committee created but not one through board or record. Down further on the agenda is one of the things Carrie and I discussed is improving that process and voting on who from the board will be on that committee.
Jason asked "do we want to take Green Plains Bid at \$905k, or start the bid process over?" and do we include the add alternates?"
Matt recited Chapter 2269 of the TGC on the best value bid process.

Motion was made to approve Green Plains Design for their base price of \$905k and their add alternate for a contract total price of \$982k.
Motion passed unanimously.

3.B. Discuss and Consider Future Pre-Bid Preparation, Requests and Requirements

Board members discussed the following:

How can we standardize the bid process and scoring committee selection to ensure consistency and transparency across all future PID projects?

To standardize the bid process and scoring committee selection:

- Establish a standard process for appointing the scoring committee, including having the PID board approve the committee members rather than it being determined separately.
 - Consider having a standard scoring committee composition, such as including representatives from the PID board, city finance, and the project developer.
 - Develop a standardized scoring rubric and criteria that can be applied across projects, focusing on factors like qualifications, experience, and budget.
 - Implement a checklist or timeline to ensure all steps of the bid process are consistently followed.
- The goal should be to create a repeatable, fair process that promotes consistency and accountability across future PID projects.

3.C. Discuss and Consider ongoing PID Operations and Maintenance

Andrea mentions the RFPs sent out for spring color planning, Colonies epoxy coating, brick cleaning, water stain removal, masonry repairs, and tree tag replacement.
Jason explains the tree tagging process and its benefits.

3.D. Discuss Future Agenda Items

Jason suggests discussing the bid process and calendar for future meetings.
Justin mentions the upcoming budget review and approval in June.
Jason proposes the next meeting on June 4, and Justin confirms the date and time.
Jason calls the meeting to a close.

- **ITEM 4: Adjourn Meeting**

There being no further action, the meeting was adjourned.