

(Prepared by/Return to: Amy Kahler, Des Moines Water Works, 2201 George Flagg Parkway, Des Moines, IA 50321, 515-283-8760)

**Meeting**  
**CENTRAL IOWA REGIONAL DRINKING WATER COMMISSION**  
**Executive Committee**  
**Des Moines Water Works Planning Conference Room**  
**April 28, 2014**  
**3:00 p.m.**

**Present:** John McCune, David Lindeman, E.J. Giovannetti, Louise Moon, Vern Willey, Dale Acheson, Amy Kahler

**Review Questions for RFQ Presentations**

A standard set of questions to be asked of each RFQ respondent was reviewed and discussed.

**Develop Consultant Selection Matrix**

A scoring process for determining the consultant for the feasibility study was discussed. The process seeks input from each community member participating on the selection committee. Weighted scores will be derived considering various areas, such as experience, project organization, understanding of work to be performed, etc.

**Discuss Reference Checking Process and Questions**

A suggested set of questions for reference inquiries was discussed. Karen Novak-Swalwell volunteered to contact references for each respondent and summarize the feedback for CIRDWC.

**Open**

None

Meeting adjourned at 4:05 p.m.