

**CITY OF SUNBURY**  
**SERVICES COMMITTEE MEETING MINUTES**  
**January 7, 2026**

Sunbury's Services Committee ("Committee") met for a regular meeting on January 7, 2026, at 6:30 pm on the third floor of Town Hall, 51 E. Cherry Street, Sunbury, Ohio. Damin Cappel called the meeting to order and asked for a roll call.

**Roll Call**

Members in attendance included: Damin Cappel and John Grumney. Mayor Joe St. John arrived at 6:40pm. Others in attendance included Daryl Hennessy, City Manager, Carla Odebralski, City Engineer, and Alyssa Graziano, Clerk of Council.

**Approval of Minutes**

The minutes of the December 3, 2025, Committee meeting were reviewed, and a motion to approve the minutes was made by **Mr. Cappel**. The motion was seconded by **Mayor St. John**. Upon roll three yeas. The minutes passed.

**Visitors**

There were no visitors that wished to speak to the Committee.

**Unfinished Business**

Ms. Odebralski introduced the Quality-Based Selection (QBS) process, the on-call list, explaining that the city has developed its first on-call list for design professionals and construction inspection services. She described the QBS process as a procurement method that prioritizes consultant qualifications, experience, and project approach over cost, noting that proposals submitted to the city do not include monetary figures. The process involves compiling a list of interested consultants with relevant experience for potential city projects, with scope and fee discussions occurring only after selection. She emphasized that this approach ensures the city chooses consultants based on quality and expertise.

Mr. Grumney explained that traditionally, the city issues an RFP, receives multiple responses, and often selects the lowest bid unless there are quality concerns. He noted that this new approach is different and asked if, under the quality-based selection process, the city receives a pre-qualified list of candidates.

Ms. Odebralski explained that the purpose of the on-call list is to identify categories of work for different consultants. Under the quality-based selection process, proposals are evaluated on qualifications, experience, and innovative approaches rather than cost. Consultants are asked to demonstrate relevant expertise and project strategies that may offer better solutions, allowing the city to select the most qualified candidate for each project.

Mr. Hennessy noted that qualified proposers must still meet the city's budget expectations for projects and that the city may reject proposals or move on to other qualified proposers if we cannot come to terms on project costs with any single proposer. Moreover, the QBS system is focused primarily on identifying firms for engineering and inspection services. Most construction projects are still expected to go through an open solicitation process to ensure the city is receiving the best cost. Finally, the city may use the list of qualified proposers to solicit bids from more than one qualified firm to make sure we are getting the best pricing for engineering and inspection services possible. In other words, once the QBS list is determined there can still be a competitive selection process from among the qualified proposers on the list. Mr. Hennessy said that he expects this process to produce more cost-effective results than the city's old method of relying primarily on a single firm for engineering and inspection services.

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**Adjournment**

There being no further Committee business, **Mr. Cappel** moved to adjourn the meeting. The motion was seconded by **Ms. Drayer** and approved unanimously.