



CALIFORNIA INSTITUTE FOR REGENERATIVE MEDICINE

TO: SITE SEARCH COMMITTEE MEMBERS

FROM: Walter Barnes
Chief Administrative Officer and Controller

SUBJECT: SITE VISIT SCORING GUIDELINES

DATE: APRIL 28, 2005

We would like to provide you with the following guidelines for the four site visits, scheduled to take place between Friday, April 30 and Sunday, May 1. We also plan to send you a separate document containing logistical details for the visits, including an itinerary prepared by each city.

1. Site Visit Scoring Process

You will receive a copy of the revised Attachment H score sheet for each site (see attached) and should award scores in each score sheet category. You should not finalize your scores until after you have completed all four visits, as the sites are intended to be scored in relation to one another. At the conclusion of all four visits CIRM staff will collect the final score sheets. Please keep in mind that any notes you retain from the visits could be subject to public records requests.

2. Site Visit Process

The site visits are public meetings, which must be conducted in compliance with Bagley-Keene. We anticipate that members of the public and media will attend. CIRM staff media advisors will be present at each visit to answer questions that you (or members of the public or media) may have.

In order to comply with public meeting laws and ensure a fair and objective site visit process, the following practices will need to be adhered to:

- **Timing:** Each city has been allocated 3 hours. Visits may end early, but *may not run longer than 3 hours*. Because visits will end on schedule, we urge you to please arrive 15 minutes before the scheduled start time, so that each city is able to utilize its full three hours.
- **Transportation:** In the event that a city chooses to transport Site Selection Committee members to locations other than the site itself, all members of the public and the media must be transported with Site Selection Committee members and CIRM staff. All visitors (ICOC, CIRM and public) will travel together. There will not be special, designated Site Selection Committee transportation. The cities have been informed that it is their responsibility to ensure that adequate transportation is provided for all visitors, including members of the public. They have also been informed that without such adequate transportation, the Site Selection Committee

members will not be able to travel from the site to other locations because they would be in violation of Bagley-Keene.

- **Public Participation:** Members of the public may attend and view the site with Site Selection Committee members and staff. Members of the public and media will be asked to hold their questions and comments until the final 30 minutes of the visit. The Site Selection Committee members will be returned to the building site in sufficient time to allow for this. Site Selection Committee members may ask questions and make comments at any point in the visit, but must do so publicly.
- **Private conversations:** It is the intent of the Bagley-Keene Open Meeting Act that the deliberation of state agencies be conducted openly. Please refrain from holding private conversations with fellow Site Selection Committee members, members of the public, the media, or staff about the sites during the meeting. Please also refrain from having private conversations with any member of a site bid team.

3. May 2 – Final Scoring

At its April 25th meeting the Site Selection Committee accepted the revised scores recommended by the staff evaluation team for round one (written proposal scoring). In addition, it decided to send the following information for each of the four finalist sites to the ICOC as support for its recommendation of a first place and runner up site:

- total points awarded to each bidder by the evaluation team;
- total points awarded to each bidder by the site selection committee based on the site visits; and
- total score for each site, calculated as a combination of the evaluation team and site visit points.

The Site Selection Committee also decided that the recommendation to the ICOC will be that the bidder with the highest total score for each site be determined to be the first place bid and the bidder with the second highest point total be declared the runner up.

At the May 2nd meeting, the Site Selection Committee will decide upon the manner in which it wishes to use individual members' site visit scores and input to arrive at a total score for each site. Three examples of scoring approaches are:

- **Consensus:** Arrive at a consensus score in each category for each site;
- **Average:** Use the average of all visitors' individual scores as the final score in each category for each site; or,
- **Average, without outliers:** Remove the highest and lowest individual score in each category for each site, then take the average to arrive at a final score. Alternatively, the Site Selection Committee could decide to eliminate any score that varies from the average score by more than 25%, and then take the average of the remaining scores.

The averaging/without outliers technique is commonly used when conducting appraisals and other evaluation processes, to ensure the objectivity of the scoring system and evaluation process.

To assist you in making your decision, CIRM staff will compile all individual scores from the site visits and provide these to the Site Selection Committee members in a format that clearly indicates what score was assigned by each individual member to each category and highlights the highest and lowest score assigned in each category. Staff will also provide the average score for each category, the average score after removal of outliers, and the average score after removal of scores that vary from the average by more than 25%.

4. Members Unable to Attend Site Visits

At the May 2 meeting, the Site Selection Committee will need to determine how members who were unable to attend one or more of the site visits can participate in the final decision to award site visit points.

We recommend that the Site Selection Committee adopt a process to allow such members the opportunity to assign points to categories in Attachment H based on the comments of members who did make the visits and their own review of RFP materials. (NOTE: If the Site Selection Committee decides to award points based on a consensus, the members who did not visit any sites could participate in the consensus scoring decisions without developing a specific point proposal.)

We also recommend that the materials provided to the ICOC for a final decision contain information on the manner in which non-visiting members participated in the site visit scoring process.

If you have any questions about any of the above, please contact me at (510) 450-2437.

