

**EVALUATION COMMITTEE MEETING
TO EVALUATE PROPOSALS RECEIVED FOR
DESIGN CRITERIA PROFESSIONAL SERVICES FOR
FIRE STATION 71 - BID NO. NC16-036
CONTRACT MANAGEMENT CONFERENCE ROOM
FRIDAY, FEBRUARY 24, 2017 – 10:00 A.M.**

A meeting of the Evaluation Committee was held this 24th of February 2017 at 10:00 a.m. in the Contract Management Conference Room at the James S. Page Governmental Complex, Yulee, Florida, to conduct an evaluation of the proposal received for the Design Criteria Professional Services for Firehouse 71, Bid No, NC16-036 in order to formulate a recommendation to be presented to the Board of County Commissioners. Voting members present were Scott Herring, Public Works Director; Frank Mashuda, Facilities Maintenance Director; and Captain Chris Gamble, Fire Rescue. Also present was David Pensante, Procurement Manager (non-voting), as facilitator; and Peggy Snyder, recording secretary.

Mr. Pensante called the meeting to order at 10:05 a.m. He explained that the purpose of the meeting was to review submittals for the Design Criteria Professional Services for Fire Station 71. He explained that there was only one submittal received from the R-A-M Professional Group, Inc. in response to the Request for Qualifications for Bid No. NC16-036. Following introductions, all committee members indicated that they did not have any conflicts of interest that may preclude them from participating in this committee.

Mr. Pensante explained that the committee members had been provided criteria sheets to evaluate each firm that submitted a proposal. Mr. Pensante explained that the grading will be conducted and the total score read verbally by each committee member. If there are significant variances in scores, discussion will take place to determine the variance. Mr. Pensante explained that he will record the scores for the firm and calculate the final score.

The committee members read aloud their scores for the R-A-M Group as follows:

Firm Name	The R-A-M Professional Group
Evaluation Team:	Qualifications and Work Plan Score:
Scott Herring	54 out of potential 75 points
Frank Mashuda	69 out of potential 75 points
Chris Gable	67 out of potential 75 points

Mr. Pensante inquired whether Mr. Herring felt that the firm was qualified to do this work considering the lower score. Mr. Herring advised that he felt the firm was qualified to do the job and had no concerns with the firm moving forward; he was known as a “hard scorer.” The remaining committee members also concurred that they were comfortable with this firm.

There was a pause in the proceeding at 10:08 a.m. to allow time for Mr. Pensante to tally the scoring average. There was no discussion or action during the pause and the committee members remained in the room.

The meeting resumed at 10:10 a.m. Mr. Pensante provided the total composite qualifications and work plan score of 190 points with an average composite score of 63.3 points

It was the consensus of the committee to request approval of the committee’s recommendation of the R-A-M Professional Group, Inc. from the Board of County Commissioners and authorization for the committee to negotiate with the firm. Mr. Pensante explained that once the Board has approved the committee’s recommendation, he will request that the firm submit their proposal. The committee may require a meeting with the firm in advance of the proposal in order to ensure they are aware of the County’s requirements. Mr. Herring recommended that when this request goes before the Board of County Commissioners, Mr. Pensante should request that the Board authorize a negotiation team. Mr. Herring commented that he would serve on the negotiation committee.

There being no further business, the meeting adjourned at 10:15 a.m.

DESIGN CRITERIA PROFESSIONAL SERVICES - FIRE STATION 71

Bid Number: NC16-036

Nassau County, Florida

Evaluation Criteria & Ranking

Evaluation Date: 02/24/2017

Firm Name
The R-A-M Professional Group, Inc.

Evaluation Team

Scott Herring

54

Frank Mashuda

69

Chris Gamble

67

Total Composite Qualifications and Work Plan Score

190

Average Composite Score (Total Composite /3)

63.3

Qualifications and Work Plan Score

DESIGN CRITERIA PROFESSIONAL SERVICES - FIRE STATION 71

Bid Number: NC16-036

Nassau County, Florida

Evaluation Criteria & Ranking

Evaluation Criteria:

INDIVIDUAL RANKING SHEET FOR EACH PROPOSAL

Evaluator:

Chris Gamble Jr.

Agency Name:

Nassau County Fire Rescue

Date of Evaluation: 03/24/17

COMMENTS/RATIONALE

		Maximum Points		
1. Compliance with RFQ Instructions (5 points)	1 a.	5	5	1a. Proposal appears in compliance with RFQ.
2. Firms Qualifications and Experience (20 points)	2 a.	5	5	2a. Firm appears to have the abilities to perform this service.
	2 b.	5	3	2b. Do not find evidence of projects this size. However, evidence of both larger and smaller projects.
	2 c.	5	5	2c. Communication appears to be a strength of this firm.
	2 d.	5	5	2d. Budget and schedules do not appear to be an issue with this firm.
3. Project Team/Abilities and Expertise (15 points)	3 a.	5	5	3a. Key personnel appear to be adequate for this project.
	3 b.	5	4	3b. Overall experience appears to be adequate. Again, no evidence of similar size project.
	3 c.	5	3	3c. As stated in packet, "not widely requested by our clients" demonstrates lack of previous experience. May not be an issue with the individual experiences available to firm.
4. Project Approach (20 points)	4 a.	10	10	4a. Firm appears receptive to innovative concepts to enhance quality/value.
	4 b.	5	5	4b. Methods and testimonials indicate a positive customer experience.
	4 c.	5	5	4c. Overall team appears very capable with varying experiences.
5. Quality Control (10 points)	5 a.	10	9	5a. Quality control process appears adequate. A couple of minor discrepancies noted in RFQ.
6. Previous Projects/References (5 points)	6 a.	5	3	6a. Similar size projects not identified in RFQ. Experience in selected fields may prove advantageous.
TOTAL SCORE		75	0	67

Evaluation Criteria:

	Maximum Points		COMMENTS/RATIONALE
1. Compliance with RFQ Instructions (5 points)			
1 a. Firm's proposal complied with instructions issued in the RFQ.	5	5	
2. Firms Qualifications and Experience (20 points)			
2 a. The ability and capability of firm to perform services of this type.	5	5	
2 b. Firm's experience and expertise on similar projects.	5	4	
2 c. Firm's ability to ensure orderly communications, distribution of information, effective coordination of activities, and accountability.	5	3	
2 d. Firm's experience regarding project budgets and schedules, and their demonstrated ability to meet both.	5	4	
3. Project Team/Abilities and Expertise (15 points)			
3 a. The adequacy of the firm's professional key personnel and project team to be assigned to the project.	5	5	
3 b. Project team's previous experience demonstrates success in completing similar projects.	5	4	
3 c. Project team's previous experience program schedule, budget, and technical requirements that are directly relevant to the project described in this RFQ.	5	4	
4. Project Approach (20 points)			
4 a. Firm's detailed project management plan, interpretation of scope and method of approach. Including any proposed innovative concepts that may enhance value and quality, any favorable cost containment approaches or additional or alternative ideas that may be successful if implemented by Nassau County.	10	9	
4 b. Firm's methods employed to ensure prompt service, customer satisfaction, and prompt complaint resolution.	5	3	
4 c. Responsibilities and capabilities of the management and staff personnel, including sub-contractors, who will work on the project.	5	5	
5. Quality Control (10 points)			
5 a. Firm's quality control process to be implemented to ensure that quality work products and services can be delivered in a timely manner.	10	10	
6. Previous Projects/References (5 points)			
6 a. Firm's references with emphasis on similar size projects. Proposals will be evaluated on the basis of project experiences that include projects outlined in the Scope of Work and Services required. Projects completed for Nassau County, other adjacent counties, and other state or federal agencies will be considered.	5	4	
<p>CONTRACTOR IS CAPABLE AND COMPETENT.</p>			
TOTAL SCORE		75	0

INDIVIDUAL RANKING SHEET FOR EACH PROPOSAL
 Evaluator: *Frank Mashuda*

Agency Name:

Date of Evaluation:

3-6-17

DESIGN CRITERIA PROFESSIONAL SERVICES - FIRE STATION 71

Bid Number: NC16-036

Nassau County, Florida

Evaluation Criteria & Ranking

INDIVIDUAL RANKING SHEET FOR EACH PROPOSAL

Evaluator:

CSA

Agency Name:

Pete Ware

Date of Evaluation:

Evaluation Criteria:

COMMENTS/RATIONALE

	Maximum Points		
1. Compliance with RFQ Instructions (5 points)	5	5	5
1 a. Firm's proposal complied with instructions issued in the RFQ.			
2. Firms Qualifications and Experience (20 points)	5	3	21
2 a. The ability and capability of firm to perform services of this type.			
2 b. Firm's experience and expertise on similar projects.	5	3	
2 c. Firm's ability to ensure orderly communications, distribution of information, effective coordination of activities, and accountability.	5	3	
2 d. Firm's experience regarding project budgets and schedules, and their demonstrated ability to meet both.	5	3	
3. Project Team/Abilities and Expertise (15 points)	5	3	
3 a. The adequacy of the firm's professional key personnel and project team to be assigned to the project.			
3 b. Project team's previous experience demonstrates success in completing similar projects.	5	3	
3 c. Project team's previous experience program schedule, budget, and technical requirements that are directly relevant to the project described in this RFQ.	5	3	
4. Project Approach (20 points)	10	8	28
4 a. Firm's detailed project management plan, interpretation of scope and method of approach, including any proposed innovative concepts that may enhance value and quality, any favorable cost containment approaches or additional or alternative ideas that may be successful if implemented by Nassau County.			
4 b. Firm's methods employed to ensure prompt service, customer satisfaction, and prompt complaint resolution.	5	4	28
4 c. Responsibilities and capabilities of the management and staff personnel, including sub-contractors, who will work on the project.	5	3	41
5. Quality Control (10 points)	10	8	44
5 a. Firm's quality control process to be implemented to ensure that quality work products and services can be delivered in a timely manner.			
6. Previous Projects/References (5 points)	5	5	54
6 a. Firm's references with emphasis on similar size projects. Proposals will be evaluated on the basis of project experiences that include projects outlined in the Scope of Work and Services required. Projects completed for Nassau County, other adjacent counties, and other state or federal agencies will be considered.			
TOTAL SCORE	75	0	54

EVALUATION COMMITTEE MEETING TO CONDUCT EVALUATION OF PROPOSALS RECEIVED FOR DESIGN CRITERIA
PROFESSIONAL SERVICES FOR FIREHOUSE 71 - BID NO NC16-036
~~PUBLIC SERVICE~~ CONFERENCE ROOM – JAMES S. PAGE GOVERNMENTAL COMPLEX, YULEE, FL 32097
CONTACT NUMBER 904-209-5611

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