

**TECHNICAL EVALUATION COMMITTEE MEETING  
TO EVALUATE AND SCORE PROPOSAL  
RECEIVED IN RESPONSE TO THE REQUEST FOR PROPOSALS (RFP) FOR  
FIRE STATION 71 DESIGN/BUILD PROJECT (BID NO. NC19-006)  
OFFICE OF MANAGEMENT AND BUDGET – CONFERENCE ROOM  
WEDNESDAY, AUGUST 14, 2019 at 2:00 p.m.**

A meeting of the Evaluation Committee was held this 14<sup>th</sup> day of August, 2019 at 2:00 p.m. in the Office of Management and Budget Conference Room at the James S. Page Governmental Complex, Yulee, Florida. The purpose of the meeting was to evaluate and score Bid No. NC19-006 for Fire Station 71 Design/Build Project. Voting members present were Brady Rigdon, Fire Chief; Captain Chis Gamble, Fire Rescue; Keith Ellis, Building Official; and Doug Podiak, Facilities Maintenance Director. Also present were Julio Lacayo Jr., Office of Management and Budget (non-voting), as facilitator; Heather Nazworth, recording secretaries.

Chief Rigdon called the meeting to order at 2:02 p.m. He explained the purpose of the technical evaluation committee meeting was to review and evaluate proposals received for the Fire Station 71/Build Project. Following introductions, he provided a brief overview of the RFP. The lowest bidder received was from Core Construction Company at \$3,010,000.00 for the entire project.

The evaluation committee reviewed four factors according to the following evaluation criteria: 1) Technical; 2) Past Performance; 3) Contract Time/ Schedule; 4) Price. The score value for each factor is: acceptable, unacceptable and no confidence.

The evaluation committee members provided their scores for each factor based upon the information contained in the RFP received. An acceptable consensus was reached by the committee. (*See Attachment 1*).

It was the consensus of the evaluation committee to present the ranking to the Board of County Commissioners and recommend the firm of Core Construction Company for services. The committee members were reminded that any notes they may have made during the evaluation must be turned over to him at the conclusion of the meeting which will become part of the public record. In addition, if the evaluation committee members have made any notations in any of the proposal books, those would also have to be turned in as well.

There being no further business to address, the meeting adjourned at 2:10 p.m.

Attachment 1:

**TECHNICAL EVALUATION SCORE SHEET FOR LOWEST PRICE PROPOSAL- Core Construction Company**  
**Fire Station 71 Design/Build**  
**RFP NO. NC19-006**

	CRITERIA/SCORE VALUE	ACCEPTABLE	UNACCEPTABLE	NO CONFIDENCE
A.	<b>FACTOR 1- TECHNICAL</b> - The purpose of the technical factor is to assess the Design-Build Firm's proposed approach, as detailed in its proposal, to satisfy the Owner's minimum requirements. <b>Qualifications shall be graded on a scale of ACCEPTABLE OR UNACCEPTABLE</b>	✓		
B.	<b>FACTOR 2- PAST PERFORMANCE</b> - The purpose of the past performance factor is to assess the relevancy of the Design-Build Firm's Past Performance. Relevant Past Performance is defined as past performance on projects that is the same or similar in size, scope, and dollar value. <b>Staff Qualifications shall be graded on a scale of ACCEPTABLE OR NO CONFIDENCE</b>	✓		
C.	<b>FACTOR 3- CONTRACT TIME/SCHEDULE</b> - The purpose of the contract schedule factor is to assess the Design-Build Firm's proposed schedule for timely completion of the project. <b>Project Experience shall be graded on a scale of ACCEPTABLE OR UNACCEPTABLE</b>	✓		
D.	<b>FACTOR 4- PRICE</b> - the Owner anticipates that adequate price competition will establish a fair and reasonable price. However, if the Owner does not receive adequate price competition, it will evaluate price proposals to ensure price reasonableness of the services being provided to the Owner, considering the specific terms and conditions and relevant commercial practices. <b>Evaluated on Price Proposal</b>	✓		
<b>RESPONSIVE AND TECHNICALLY ACCEPTABLE</b> <b>YES OR NO</b>				

Evaluation Committee Signatures:

Chris Gamble



Brady Rigdon



Keith Ellis



Doug Podiak

