

**EVALUATION COMMITTEE MEETING  
TO EVALUATE, SCORE, RANK AND SHORT-LIST PROPOSALS  
RECEIVED IN RESPONSE TO THE REQUEST FOR QUALIFICATIONS (RFQ) FOR  
CEI SERVICES FOR CR115 (Bid No. NC19-021)  
OFFICE OF MANAGEMENT AND BUDGET – CONFERENCE ROOM  
August 13, 2019 – 2:00 P.M.**

A meeting of the Evaluation Committee was held this 13<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 to conduct evaluation, score, and rank proposals for the CEI Services for CR115 (Bid No. NC19-021), in order to formulate a recommendation to be presented to the Board of County Commissioners. Voting members present were Robert Champion, Interim County Engineer; Katie Peay, Engineering Services; Pat Gilroy, Engineering Services and Kailey Saver, Senior Planner. Also present were Grayson Hagins, Contract Manager (non-voting), as facilitator and Heather Nazworth, recording secretary.

Mr. Hagins called the evaluation committee meeting to order at 2:02 p.m. Following introductions, he commented that a Request for Qualification (RFQ) was received from KCI Technologies, Inc.; CDM Smith; GAI Consultants; Consor Engineers, LLC.; and CSI Geo, Inc.

Mr. Hagins explained that they would be reviewing each evaluation criteria for the proposer. The evaluation criteria will be on the following six (6) factors: 1) Compliance with RFQ Instructions [maximum 5 points]; 2) Firm's Qualifications and Experience [maximum 20 points]; 3) Project Team Abilities and Expertise [maximum 15 points]; 4) Project Approach [maximum 35 points]; 5) Quality Control [maximum 10 points]; 6) Previous Projects and References [maximum 15 points]. The total maximum score is 100 points. The evaluation committee members provided reasons for their scores contained in the proposal received. A consensus score was reached for each evaluation criteria item for the firms, based upon discussion of the evaluation committee and the information provided in the proposal received. (*See Attachment 1 for scoring*).

Firm	Total Composite Qualifications and Work Plan Score	Technical Ranking
KCI Technologies, Inc.	95	2
CDM Smith	96	1
GAI Consultants	92	4
Conzor Engineers, LLC	86	5
CSI Geo, Inc.	93	3

It was the consensus of the evaluation committee to present the ranking to the Board of County Commissioners and recommend the top ranked firm of CDM Smith, for services. Mr. Hagins reminded the committee members 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 2:40 p.m.

Attachment 1:

**EVALUATION SCORE SHEET**  
**PROFESSIONAL ENGINEERING SERVICES FOR CR 115 WIDENING AND RESURFACING PROJECT**  
**RFQ NO. NC19-021**  
**EVALUATION COMMITTEE MEETING 8/13/19**

CRITERIA/SCORE VALUE		POINTS	KCI Technologies, Inc.	GAI Consultants	Concor Engineers, LLC	CSJ Geo, Inc.	CDM Smith, Inc.
1	Compliance with RFQ Instructions- Compliance shall be graded on a scale of 0 – 5 points.	0-5	5	4	4	5	5
2	Firms Qualifications and Experience - A.The ability and capability of firm to perform services of this type. B.Firm's experience and expertise on similar projects. C.Firm's ability to communicate, work effectively in a group and build consensus with staff, elected officials, board, committees and the public. D.Firm's experience regarding project budgets and schedules, and their demonstrated ability to meet both. Qualifications and Experience shall be graded on a scale of 0 – 20 points.	0-20	18	19	17	18	19

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CRITERIA/SCORE VALUE		POINTS	KCI Technologies, Inc	GAI Consultants	Concor Engineers, LLC	CSI Geo, Inc.	CDM Smith, Inc.
3	<p>Project Team/Abilities and Expertise –</p> <p>A.The adequacy of the firm's professional key personnel and project team to be assigned to the project.</p> <p>B.Project team's previous experience demonstrates success in completing projects.</p> <p>C.Project team's previous experience program schedule, budget, and technical requirements that are directly relevant to the projects described in this RFQ</p> <p>Team Abilities and Expertise shall be graded on a scale of 0 – 15 points.</p>	0-15	14	14	14	14	15

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4	<b>PROJECT APPROACH –</b> 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 in implemented by Nassau County. B.Firm's methods employed to ensure prompt service, customer satisfaction, and prompt compliant resolution C.Responsibilities and capabilities of the management and staff personnel, including sub-contractors, who will work on the project D.Firm's proposed schedule for services, timely initiation and completion of all work. <b>Project Approach shall be graded on a scale of 0 – 35 points.</b>	0-35	34	33	30	33	34
5	<b>QUALITY CONTROL –</b> A.The proposal will be evaluated on the quality control process to be implemented to ensure that quality work products and services can be delivered in a timely manner <b>Quality Control shall be graded on a scale of 0 – 10 points.</b>	0-10	10	8	8	10	9

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6	<p>PREVIOUS PROJECTS/REFERENCES—</p> <p>A. Firm's references with emphasis on similar size projects. Proposal will be evaluated on the basis of project experiences that include projects outlined in the Scope of Work and Services required. Projects completed for counties and other state or federal agencies will be considered.</p>	0-15	14	14	13	13	14


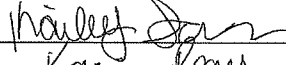
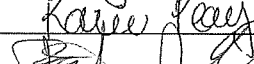
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CRITERIA/SCORE VALUE	POINTS	KCI Technologies, Inc	GAI Consultants	Consor Engineers, LLC	CSI Geo, Inc.	CDM Smith, Inc.
TOTAL SCORE:	100	95 2	92	86	93 3	96 1

Evaluation Committee Signatures:

Robert Companion   
 Kailey Saver   
 Katie Peay   
 Pat Gilroy 