

**EVALUATION COMMITTEE MEETING
TO EVALUATE, SCORE, RANK AND SHORT-LIST PROPOSALS
RECEIVED IN RESPONSE TO THE REQUEST FOR PROPOSALS (RFP) FOR DESIGN SERVICES
FOR COUNTY ROAD 108 (CR108) FROM BAY ROAD TO MIDDLE ROAD (BID NO. NC19-022)
OFFICE OF MANAGEMENT AND BUDGET – CONFERENCE ROOM
DECEMBER 6, 2019 – 2:00 P.M.**

A meeting of the Evaluation Committee was held this 6th day of December, 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 of proposals for Design Services for County Road 108 from Bay Road to Middle Road (Bid No. NC19-022). Voting members present were Robert Companion, County Engineer; Kailey Saver, Senior Planner/Bike and Pedestrian Coordinator; and Gabriel Porter, Development Review Specialist (replacement in absence of Pat Gilroy). Absent Voting Members were Pat Gilroy, Plans Review Specialist; and Katie Paey, Senior Storm Water Engineer. Also present were Grayson Hagins, Contract Manager (non-voting), as facilitator and Melissa Lucey, recording secretary.

Mr. Hagins called the evaluation committee meeting to order at 2:01 p.m. He commented that this is an evaluation for the RFP for Design Services for CR108 from Bay Road to Middle Road. Following introductions, he stated for the record that Gabriel Porter is filling in for Pat Gilroy, who was unable to attend the meeting; and Katie Paey was unavailable due to a training obligation.

Mr. Hagins explained that they would be reviewing each evaluation criteria for each proposer. RFP's were received from the following firms: Connelly & Wicker, Inc., and Pond & Company. The evaluation criteria will be on the following six (6) factors: 1) Compliance with Request for Qualifications (RFQ) Instructions [maximum 5 points]; 2) Firm 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]; and 6) Previous Projects/References [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 firm, based upon discussion of the evaluation committee and the information provided in the proposal that were received. (*See Attachment 1 for scoring*).

Firms	Total Composite Qualifications and Work Plan Score	Technical Ranking
Connelly & Wicker, Inc.	90	2
Pond & Company	93	1

It was the consensus of the evaluation committee that the top ranked firm would be Pond & Company. Mr. Hagins advised that the top ranked firm would be presented to the Board of County Commissioners for approval to move forward with negotiations with Pond & Company.

There being no further business to address, the meeting adjourned at 2:12 p.m.

Attachment 1:

EVALUATION SCORE SHEET
Design Services Safety Improvements to CR 108 from Bay Rd to Middle Rd
RFQ NO. NC19-022
EVALUATION COMMITTEE MEETING 12/6/19

CRITERIA/SCORE VALUE		POINTS	County & Metro, Inc.	Paul & Company
1	Compliance with RFQ Submittals Compliance shall be graded on a scale of 0 – 5 points.	0-5	5	5
2	Firm's Qualifications and Experience – A. The skill, and capability of firm to perform scope of work. B. Firm's experience and expertise in similar projects. C. Firm's ability to maintain safe work effectively in the project and build consensus with staff, elected officials, boards, communities 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 – 10 points.	0-10	18	19

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CRITERIA/SCORE VALUE		POINTS	County & Metro, Inc.	Paul & Company
3	Project Team/Abilities and Expertise – A. The adequacy of the firm's professional key personnel and project team to be assigned to the project. B. Project team's previous experience demonstrates success in completing projects. C. Project team's previous project size, program schedule, budget, and technical requirements that are directly relevant to the projects described in this RFQ. Team Abilities and Expertise shall be graded on a scale of 0 – 15 points.	0-15	15	15

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CRITERIA/SCORE VALUE		POINTS	County & Metro, Inc.	Paul & Company
4	PROJECT APPROACH – A. Firm's ability to develop project management plan, interpretation of owner and method of approach, including any proposed innovative concepts that may enhance value and quality, any limitations and contractual agreements or conditions or alternative ideas that may be successful in implementation by the County. B. Firm's employees employed to ensure prompt service, customer satisfaction, and prompt complaint 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 review, timely completion and completion of all work. Project Approach shall be graded on a scale of 0 – 25 points.	0-25	30	33

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CRITERIA/SCORE VALUE	POINTS	Company & Address, Inc. Name & Company	
		Company & Address, Inc.	Name & Company
5 QUALITY CONTROL: A. The proposal will be evaluated on the quality control process to be implemented to ensure that quality work products and written deliverables are delivered in a timely manner. Quality Control shall be graded on a scale of 0-10 points.	0-10	9	9
5 PREVIOUS PROJECTS/REFERENCES: A. Firm's references with emphasis on similar JCT projects. Proposal will be evaluated on the basis of project experience that include projects authorized in Scope of Work and Services required. Projects completed for the County, other adjacent counties and other state or federal agencies will be considered. Projects and References shall be graded on a scale of 0-15 points.	0-15	13	12

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CRITERIA/SCORE VALUE	POINTS	Company & Address, Inc. Name & Company	
		Company & Address, Inc.	Name & Company
TOTAL SCORE:	100	90	93

Evaluation Committee Signatures:

Robert Compton [Signature]
 Kaitly Saver [Signature]
 Katie Peay [Signature]
 Paul Gilroy [Signature]
 Cole Bitter [Signature]

EVALUATION SCORE SHEET

Design Services Safety Improvements to CR 108 from Bay Rd to Middle Rd

RFQ NO. NC19-022

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CRITERIA/SCORE VALUE		POINTS	Connelly & Wicker, Inc.	Pond & Company
1	Compliance with RFQ Instructions- Compliance shall be graded on a scale of 0 – 5 points.	0-5	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

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CRITERIA/SCORE VALUE		POINTS	Connelly & Wicker, Inc.	Pond & Company
3	Project Team/Abilities and Expertise – A.The adequacy of the firm’s professional key personnel and project team to be assigned to the project. B.Project team’s previous experience demonstrates success in completing projects. C.Project team’s previous experience program schedule, budget, and technical requirements that are directly relevant to the projects described in this RFQ Team Abilities and Expertise shall be graded on a scale of 0 – 15 points.	0-15	15	15

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CRITERIA/SCORE VALUE		POINTS	Connelly & Wicker, Inc.	Pond & Company
4	PROJECT APPROACH – 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 the 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. Project Approach shall be graded on a scale of 0 – 35 points.	0-35	30	33

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CRITERIA/SCORE VALUE		POINTS	Connolly & Wicker, Inc.	Pond & Company
5	QUALITY CONTROL – 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 Quality Control shall be graded on a scale of 0 – 10 points.	0-10	9	9
6	PREVIOUS PROJECTS/REFERENCES– 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 the County, other adjacent counties and other state or federal agencies will be considered. Projects and References shall be graded on a scale of 0 – 15 points.	0-15	13	12

EVALUATION SCORE SHEET


Design Services Safety Improvements to CR 108 from Bay Rd to Middle Rd

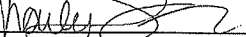
RFQ NO. NC19-022

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CRITERIA/SCORE VALUE	POINTS	Connelly & Wicker, Inc.	Pond & Company
		✓	✓
TOTAL SCORE:	100	90	93

Evaluation Committee Signatures:

Robert Companion 

Kailey Saver 

Katie Peay Not in attendance

Pat Gilroy 

Gabe Porter