

**EVALUATION COMMITTEE MEETING
EVALUATE PROPOSALS FOR CR108 SAFETY IMPROVEMENTS
FROM MIDDLE ROAD TO US 17 - BID NO. NC21-032
PUBLIC SERVICE CONFERENCE ROOM
JANUARY 31, 2022 – 2:00 P.M.**

A meeting of the Evaluation Committee was held this 31st day of January 2022 at 2:00 p.m. in the Public Service Conference Room at the James S. Page Governmental Complex, Yulee, Florida, to conduct evaluation, score, and rank proposals for the CR108 safety improvements from Middle Road to US 17 (Bid No. NC21-032).

Evaluation Committee members present were Robert T. Champion, County Engineer; Patrick Gilroy, Plan Review Specialist; Andrew Prokopiak, Planner I; Gabe Porter, Development Review Engineer; Thomas O'Brien, Procurement; Evelyn Burton, Procurement, R. Kevin Lairsey, GAI Consultants. Also present was Heather Nazworth, recording secretary.

Mr. O'Brien called the meeting to order at 2:00 p.m., explaining the purpose of the evaluation committee meeting is for the CR108 Safety Improvements from Middle Road to US-17, Bid No. NC21-032. The Requests for Qualifications (RFQs) were received and opened at 10:00 a.m. on January 12, 2022. The following four firms submitted proposals: AE Engineers; CDM; GAI; and RS&H. Mr. O'Brien reviewed the scope of services related to the CR108 Safety Improvements from Middle School Road to US 17. Each firm was ranked according to the evaluation criteria (1) Firms' compliance with RFQ instructions [5 points]; (2) Firms qualifications and experiences [20 points]; (3) Project Team Abilities & Expertise [15 points]; (4) Project Approach [35 points]; (5) Quality Control [10 points]; and (6) Previous Projects & References [15 points] for a total maximum point of 100.

The committee members read and discussed their scores for each firm for the six criteria. Mr. O'Brien provided the total combined scores by the committee.

Firm	Total Composite Qualifications and Work Plan Score	Ranking
AE Engineering	97	1
CDM	96.8	2
GAI	93.8	3
RS & H	93.5	4

After a brief discussion, it was the consensus of the evaluation committee to recommend to the Board of County Commissioner the highest-ranking firm AE Engineering.

There being no further business, the evaluation committee meeting adjourned at 2:23 p.m.

PROJECT/BID NAME: CEI Services for CR108 Safety Improvements
 Bid Number: NC21-032-RFQual
 Evaluation Criteria & Ranking
 Evaluation Date: 01-31-2022

Evaluation Criteria:

Maximum
Possible
Points

1 Firms' compliance with RFQ instructions. (5 Points)
 Firm's proposal complied with instructions issued in the RFQ. Noncompliance with significant instructions may be grounds for proposal disqualification.

5

Tentative Scores

AE Eng	CDM	GAI	RS&H	N/A	N/A
R 5	5	4	5		N/A
P 5	5	5	5		
G 5	5	5	5		
A 5	5	5	5		

Consensus Scores

AE Eng	CDM	GAI	RS&H	N/A
5	5	5	5	#DIV/0!

2 Firm's Qualifications and experiences. (20 Points)
 The ability and capability of firm to perform services of this type. Firm's experience and expertise on similar projects. Firm's ability to communicate, work effectively and build consensus with staff, officials, board, committees and the public. Firm's experience regarding project budgets and schedules, and their demonstrated ability to meet both.

20

AE Eng	CDM	GAI	RS&H	N/A	N/A
R 20	20	20	19		N/A
P 19	20	19	19		
G 20	20	20	20		
A 19	19	19	19		

AE Eng	CDM	GAI	RS&H	N/A
20	20	20	19	#DIV/0!

3 Project Team Abilities & Expertise. (15 Points)
 The adequacy of the firm's professional key personnel and project team to be assigned to the project. Project team's previous experience demonstrates success in completing projects. Project team's previous experience program schedule, budget, and technical requirements that are directly relevant to the projects described in this RFQ.

15

AE Eng	CDM	GAI	RS&H	N/A	N/A
R 15	15	15	14		N/A
P 15	14	14	13		
G 15	15	15	15		
A 15	15	15	15		

AE Eng	CDM	GAI	RS&H	N/A
15	15	15	14	#DIV/0!

4 Project Approach. (35 Points)
 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. Firm's methods employed to ensure prompt service, customer satisfaction, and prompt complaint resolution. Responsibilities and capabilities of the management and staff personnel, including sub-contractors, who will work on the project. Firm's proposed schedule for services, timely initiation, and completion of all work.

35

AE Eng	CDM	GAI	RS&H	N/A	N/A
R 33	33	30	32		N/A
P 34	34	32	32		
G 32	33	31	30		
A 32	33	32	32		

AE Eng	CDM	GAI	RS&H	N/A
33	33	31	32	#DIV/0!

5 Quality Control. (10 Points)
 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.

10

AE Eng	CDM	GAI	RS&H	N/A	N/A
R 10	10	9	10		N/A
P 10	9	9	9		
G 10	9	9	10		
A 10	9	9	9		

AE Eng	CDM	GAI	RS&H	N/A
10	9	9	10	#DIV/0!

6 Previous Projects & References. (15 Points)
 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.

15

AE Eng	CDM	GAI	RS&H	N/A	N/A
R 15	15	14	13		N/A
P 15	15	15	14		
G 15	15	15	15		
A 14	14	14	14		

AE Eng	CDM	GAI	RS&H	N/A
15	15	15	14	#DIV/0!

TOTAL POINTS AVAILABLE

100

97 96.8 93.8 93.5 ####

Evaluation Committee:

Robert Companion
 Pat Gilroy
 Gabe Porter
 Andrew Prokopriak