

**EVALUATION COMMITTEE MEETING  
TO EVALUATE PROPOSALS RECEIVED FOR  
MISCELLANEOUS ENGINEERING SERVICES FOR  
NASSAU AMELIA UTILITIES - BID NO. NC16-033  
PUBLIC WORKS CONFERENCE ROOM  
MONDAY, MARCH 13, 2017 – 9:30 A.M.**

A meeting of the Evaluation Committee was held this 13th of March 2017 at 9:30 a.m. in the Public Works Conference Room at the James S. Page Governmental Complex, Yulee, Florida, to conduct an evaluation of the proposals received for the Continuing Contract for Miscellaneous Engineering Services for Nassau Amelia Utilities (NAU), Bid No. NC16-033, in order to formulate a recommendation to be presented to the Board of County Commissioners. Voting members present were Scott Herring, Public Works Director; Becky Hiers Bray and Josephine Craver, Engineering Services. Also present was David Pensante, Procurement Manager (non-voting), as facilitator; and Peggy Snyder, recording secretary.

Mr. Pensante called the meeting to order at 9:32 a.m. He explained that the purpose of the meeting was to review submittals for the continuing contract for Miscellaneous Engineering Services for Nassau Amelia Utilities (NAU). He explained that there were five (5) submittals received in response to the Request for Qualifications (RFQ) for Bid No. NC16-033. The submitting firms were Mittauer & Associates, Inc.; GAI Consultants, Inc.; Four Waters Engineering, Inc.; CPH, Inc.; and J. Collins Engineering Associates, Inc. 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. The meeting will be conducted one firm at a time and each evaluation committee member will verbally state their total score for each firm. 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 in order to determine the short listed firms.

The evaluation committee members read aloud their scores for the firms. There was a pause in the proceedings at 9:37 a.m. to allow time for Mr. Pensante to tally the scoring average. There was no discussion or action during the pause and the evaluation committee members remained in the room.

The meeting resumed at 9:38 a.m. Mr. Pensante provided the total composite qualifications and work plan scores for the five (5) firms and calculated the average composite scores as follows:

Firms	Mittauer & Associates	GAI Consultants	Four Waters Engineering	CPH. Inc.	J. Collins Engineering
Evaluation Committee					
Scott Herring	69	72	80	70	84
Becky Bray	73	83	81	76	77
Josephine Craver	66	78	65	76	79
Total Composite Score	208	233	226	219	240
Average Composite Scores	69.5	77.7	75.3	73.0	80.0

Mr. Pensante determined the ranking of each firm as follows:

1. J. Collins Engineering
2. GAI Consultants, Inc.
3. Four Waters Engineering

4. CPH, Inc.
5. Mittauer & Associates, Inc.

Mr. Herring referenced Four Waters Engineering and explained that he and Ms. Bray had ranked that firm in their top two firms; however, Ms. Craver ranked it the lowest. Ms. Craver explained that her ranking of that firm was lower since they were a new firm; she preferred one that had more experience. Mr. Herring clarified that his score for GAI Consultants was lower than the scores of Ms. Bray and Ms. Craver because of quality control on page 2-1; they referenced being responsive to City and Stakeholders as opposed to County and Stakeholders. He also had questions related to the resume included for Mr. Ameno who is also one of the QA/QC advisors as he had listed the same project twice but under different names in his experience. Discussion followed.

It was the consensus of the committee to hear presentations from the three top ranked firms: J. Collins Engineering Associates, GAI Consultants, and Four Waters Engineering. Mr. Herring advised Mr. Pensante that the evaluation committee will meet and create a list of what they wished to see as part of the presentations and provide it to Mr. Pensante by the end of the week. Mr. Pensante will provide the presentation form that was utilized with the landfill bids as a guide.

There being no further business, the meeting adjourned at 9:45 a.m.