

**EVALUATION COMMITTEE MEETING  
TO EVALUATE PROPOSALS RECEIVED FOR  
DESIGN CRITERIA PROFESSIONAL SERVICES FOR THE NASSAU COUNTY  
SHERIFF'S VEHICLE STORAGE GARAGE - BID NO. NC17-007  
CONTRACT MANAGEMENT CONFERENCE ROOM  
THURSDAY, APRIL 13, 2017 – 9:30 A.M.**

A meeting of the Evaluation Committee was held this 13th of April 2017 at 9:30 a.m. in the Contract Management Conference Room at the James S. Page Governmental Complex, Yulee, Florida, to conduct an evaluation of the proposals received for the Design Criteria Professional Services for the Sheriff's Garage, Bid No. NC17-007 in order to formulate a recommendation to be presented to the Board of County Commissioners. Voting members present were Frank Mashuda, Facilities Maintenance Director; Bill Howard, Building Supervisor, and Mike Edwards representing the Sheriff's Office. Also present was Justin Stankiewicz, Office of Management and Budget and Assistant County Manager (non-voting), as facilitator; and Connie Arthur, recording secretary.

Mr. Stankiewicz called the meeting to order at 9:37 a.m. He explained that the purpose of the meeting was to review submittals for the Design Criteria Professional Services the Sheriff's Garage, Bid No. NC17-007. He explained that there were two submittals received from Skanska USA Building, Inc. and CRA Architects for Bid No. NC17-007. All committee members indicated that they did not have any conflicts of interest that may preclude them from participating in this committee nor any contact with the bidders.

Mr. Stankiewicz explained that the committee members had been provided criteria sheets to evaluate each firm that submitted a proposal. He explained that each committee member has the ranking criteria that were provided in the Request for Qualifications (RFQ). If there are significant variances in scores, discussion will take place to determine the variance if scores were outside the maximum point range. Mr. Stankiewicz explained that he will record the scores for the firm and calculate the final score.

The committee members read aloud their scores for CRA Architects as follows:

CRA	Frank Mashuda	Mike Edwards	Bill Howard
1) Compliance of RFQ Instructions (5 Pts.)	5	5	5
2) Firm's Qualifications & Experience (20 pts.)	20	20	20
3) Project Team's Abilities & Expertise (15 pts.)	14	15	15
4) Project Approach (20 pts)	20	20	20
5) Quality Control (10 pts)	9	9	9
6) Previous Projects/References (5 pts)	4	2	4
Total Score	72	71	73

The committee members read aloud their scores for Skanska US Buildings, Inc. as follows:

Skanska	Frank Mashuda	Mike Edwards	Bill Howard
1) Compliance of RFQ Instructions (5 Pts.)	5	5	5
2) Firm's Qualifications & Experience (20 pts.)	19	19	15
3) Project Team's Abilities & Expertise (15 pts.)	11	14	13
4) Project Approach (20 pts)	20	20	20
5) Quality Control (10 pts)	9	10	10
6) Previous Projects/References (5 pts)	4	4	4
Total Score	70	72	67

Each evaluation committee member provided explanations for their scoring as reported on their ranking sheets. Mr. Stankiewicz explained that the goal of this committee was to shortlist the top three firms; however, only two proposals were received. He explained that the committee will evaluate these two firms in order to form a recommendation to the Board.

Mr. Stankiewicz tallied the scoring and provided the total and average composite score for the firms according to the qualifications and work plan as follows:

Evaluation Team	CRA Architects	Skanska
Frank Mashuda	71	70
Mike Edwards	71	72
Bill Howard	73	67
Total Composite	215	209
Average Composite	71.67	69.67

Based upon the average composite score, it would provide for a recommendation from the Evaluation Committee to the Board of County Commissioners to enter into contract negotiations with CRA Architects.

It was moved by Mr. Masuda, seconded by Mr. Howard and unanimously carried to recommend to the Board of County Commissioners to enter into contract negotiations with CRA Architects for the Design Criteria for the Sheriff's Garage Project, Bid No. NC17-007.

There being no further business, the meeting adjourned at 10:13 a.m.



LOCATION: \_\_\_\_\_

POSTED: \_\_\_\_\_

REMOVED: \_\_\_\_\_

**NOTICE OF EVALUATION COMMITTEE MEETING**

**DATE:** THURSDAY, APRIL 13, 2017

**TIME:** 9:30 A.M.

**PLACE:** JAMES S. PAGE GOVERNMENTAL COMPLEX  
COUNTY ATTORNEY'S SMALL CONFERENCE ROOM  
96135 NASSAU PLACE, SUITE 6  
YULEE, FL 32097

**PURPOSE:** MEETING OF THE EVALUATION COMMITTEE MEMBERS, BILL HOWARD, MIKE EDWARDS, AND FRANK MASHUDA (VOTING MEMBERS) TO CONDUCT AN EVALUATION OF THE PROPOSALS RECEIVED FOR THE DESIGN CRITERIA FOR THE SHERIFF'S GARAGE (BID NO. NC17-007) IN ORDER TO FORMULATE A RECOMMENDATION TO BE PRESENTED TO THE BOARD OF COUNTY COMMISSIONERS.

THE PUBLIC IS INVITED TO BE PRESENT. IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD, AGENCY OR COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING, HE/SHE WILL NEED A RECORD OF THE PROCEEDINGS AND THAT FOR SUCH PURPOSE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE EVIDENCE AND TESTIMONY UPON WHICH THE APPEAL IS TO BE BASED.

INDIVIDUALS WITH DIABILITIES NEEDING A REASONABLE ACCOMMODATION IN ORDER TO PARTICIPATE IN THE PROGRAM OR ACTIVITY SHOULD CONTACT THE OFFICE OF THE EX-OFFICIO CLERK AT (904)548-4660 OR, IF THE HEARING IMPAIRED, FLORIDA RELAY SERVICE AT 1-800-955-8770(V) or 1-800-955-8771(TDD) AT LEAST SEVENTY-TWO HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATION.

**ATTEST:**

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

JOHN A. CRAWFORD  
EX-OFFICIO CLERK

DANIEL B. LEEPER, CHAIRMAN

AGENDA  
EVALUATION COMMITTEE  
SCORE/RANK  
PROPOSALS RECEIVED FOR NC17-007  
DESIGN CRITERIA SERVICES – SHERIFF’S GARAGE

9:30 a.m. – Evaluation Committee assemble

9:35 a.m. – Evaluation Committee to Score Rank proposals received. Discussion of individual ranking and why. Discussion of consensus on ranking and reasons.

\*Evaluation/Scoring: Evaluators will be given time to review the presentation/proposal, consider the responses to questions and complete scoring of firm.

The Facilitator will then compile the scores for the ranking of the firms.

10:00 a.m. – Adjournment

**DESIGN CRITERIA PROFESSIONAL SERVICES - SHERIFF VEHICLE STORAGE GARAGE**

**Bid Number: NC17-007**

**Nassau County, Florida**

**Evaluation Criteria & Ranking**

**Evaluation Date: 04/13/2017**

Firm Name	
CRA Architects	
Skanska	

**Evaluation Team**

Frank Mashuda

Mike Edwards

Bill Howard

Total Composite Qualifications and Work Plan Score

**Qualifications and Work Plan Score**

71	70
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71	72
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73	67
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215	209
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Average Composite Score (Total Composite /3)

71.67	69.67
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DESIGN CRITERIA PROFESSIONAL SERVICES - SHERIFF VEHICLE STORAGE GARAGE  
 Bid Number: NC17-007  
 Nassau County, Florida  
 Evaluation Criteria & Ranking

INDIVIDUAL RANKING SHEET FOR EACH PROPOSAL  
 Evaluator: Bill Howard  
 Agency Name: CRA Architects

Date of Evaluation: 4-13-17

Evaluation Criteria:

COMMENTS/RATIONALE

	Maximum Points		
1. Compliance with RFQ Instructions (5 points)			
1 a. Firm's proposal complied with instructions issued in the RFQ.	5	5	metall criteria
2. Firms Qualifications and Experience (20 points)			
2 a. The ability and capability of firm to perform services of this type.	5	5	substantial similar experience
2 b. Firm's experience and expertise on similar projects.	5	5	
2 c. Firm's ability to ensure orderly communications, distribution of information, effective coordination of activities, and accountability.	5	5	
2 d. Firm's experience regarding project budgets and schedules, and their demonstrated ability to meet both.	5	5	
3. Project Team/Abilities and Expertise (15 points)			
3 a. The adequacy of the firm's professional key personnel and project team to be assigned to the project.	5	5	adequate key personnel assigned specific
3 b. Project team's previous experience demonstrates success in completing similar projects.	5	5	the function's on project
3 c. Project team's previous experience program schedule, budget, and technical requirements that are directly relevant to the project described in this RFQ.	5	5	
4. Project Approach (20 points)			
4 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 if implemented by Nassau County.	10	10	adequate approach
4 b. Firm's methods employed to ensure prompt service, customer satisfaction, and prompt complaint resolution.	5	5	
4 c. Responsibilities and capabilities of the management and staff personnel, including sub-contractors, who will work on the project.	5	5	
5. Quality Control (10 points)			
5 a. Firm's quality control process to be implemented to ensure that quality work products and services can be delivered in a timely manner.	10	9	amount of time spent as oversight
6. Previous Projects/References (5 points)			
6 a. Firm's references with emphasis on similar size projects. Proposals will be evaluated on the basis of project experiences that include projects outlined in the Scope of Work and Services required. Projects completed for Nassau County, other adjacent counties, and other state or federal agencies will be considered.	5	4	issues at previous Job at Nassau
			County Detention Center during Const. renovation
TOTAL SCORE	75	0	73

DESIGN CRITERIA PROFESSIONAL SERVICES - SHERIFF VEHICLE STORAGE GARAGE  
 Bid Number: NC17-007  
 Nassau County, Florida  
 Evaluation Criteria & Ranking

Evaluation Criteria:

INDIVIDUAL RANKING SHEET FOR EACH PROPOSAL  
 04-13-2017  
 Evaluator: Mike Edwards - Mike Edwards  
 Agency Name: ~~STAFFORD~~ MDE  
 Date of Evaluation:   
 CRA  
 COMMENTS/RATIONALE

		Maximum Points		
1.	Compliance with RFQ Instructions (5 points)			
1 a.	Firm's proposal complied with instructions issued in the RFQ.	5	5	1. MET STANDARD
2.	Firms Qualifications and Experience (20 points)			
2 a.	The ability and capability of firm to perform services of this type.	5	5	SHOWN EXPERIENCE IN THE TRUCK BUSINESS DESIGN STAFFING AND HANDLING
2 b.	Firm's experience and expertise on similar projects.	5	5	
2 c.	Firm's ability to ensure orderly communications, distribution of information, effective coordination of activities, and accountability.	5	5	
2 d.	Firm's experience regarding project budgets and schedules, and their demonstrated ability to meet both.	5	5	
3.	Project Team/Abilities and Expertise (15 points)			
3 a.	The adequacy of the firm's professional key personnel and project team to be assigned to the project.	5	5	APPEARED TO HAVE AN EXCELLENT STAFF
3 b.	Project team's previous experience demonstrates success in completing similar projects.	5	5	
3 c.	Project team's previous experience program schedule, budget, and technical requirements that are directly relevant to the project described in this RFQ.	5	5	
4.	Project Approach (20 points)			
4 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 if implemented by Nassau County.	10	10	PROJECT APPROACH IS SUFFICIENT
4 b.	Firm's methods employed to ensure prompt service, customer satisfaction, and prompt complaint resolution.	5	5	
4 c.	Responsibilities and capabilities of the management and staff personnel, including sub-contractors, who will work on the project.	5	5	
5.	Quality Control (10 points)			
5 a.	Firm's quality control process to be implemented to ensure that quality work products and services can be delivered in a timely manner.	10	9	
6.	Previous Projects/References (5 points)			
6 a.	Firm's references with emphasis on similar size projects. Proposals will be evaluated on the basis of project experiences that include projects outlined in the Scope of Work and Services required. Projects completed for Nassau County, other adjacent counties, and other state or federal agencies will be considered.	5	2	BASED ON CONCERNS REGARDING PAST PERFORMANCE TO POST PERFORMANCE - CHANGE ORDERS
TOTAL SCORE		75	0	71



DESIGN CRITERIA PROFESSIONAL SERVICES - SHERIFF VEHICLE STORAGE GARAGE  
 Bid Number: NC17-007  
 Nassau County, Florida  
 Evaluation Criteria & Ranking

Evaluation Criteria:

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INDIVIDUAL RANKING SHEET FOR EACH PROPOSAL

Evaluator:

Agency Name:

Frank Maslow  
 Nassau County

Date of Evaluation: 4-13-17

COMMENTS/RATIONALE

	Maximum Points		
1. Compliance with RFQ Instructions (5 points)			
1 a. Firm's proposal complied with instructions issued in the RFQ.	5	5	
2. Firms Qualifications and Experience (20 points)			
2 a. The ability and capability of firm to perform services of this type.	5	5	
2 b. Firm's experience and expertise on similar projects.	5	5	
2 c. Firm's ability to ensure orderly communications, distribution of information, effective coordination of activities, and accountability.	5	5	
2 d. Firm's experience regarding project budgets and schedules, and their demonstrated ability to meet both.	5	5	
3. Project Team/Abilities and Expertise (15 points)			
3 a. The adequacy of the firm's professional key personnel and project team to be assigned to the project.	5	4	
3 b. Project team's previous experience demonstrates success in completing similar projects.	5	5	
3 c. Project team's previous experience program schedule, budget, and technical requirements that are directly relevant to the project described in this RFQ.	5	5	
4. Project Approach (20 points)			
4 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 if implemented by Nassau County.	10	16	
4 b. Firm's methods employed to ensure prompt service, customer satisfaction, and prompt complaint resolution.	5	5	
4 c. Responsibilities and capabilities of the management and staff personnel, including sub-contractors, who will work on the project.	5	5	
5. Quality Control (10 points)			
5 a. Firm's quality control process to be implemented to ensure that quality work products and services can be delivered in a timely manner.	10	9	
6. Previous Projects/References (5 points)			
6 a. Firm's references with emphasis on similar size projects. Proposals will be evaluated on the basis of project experiences that include projects outlined in the Scope of Work and Services required. Projects completed for Nassau County, other adjacent counties, and other state or federal agencies will be considered.	5	3	
TOTAL SCORE		75	

Based on previous excellent work with Nassau County. Many thanks

Frank Maslow

DESIGN CRITERIA PROFESSIONAL SERVICES - SHERIFF VEHICLE STORAGE GARAGE  
 Bid Number: NC17-007  
 Nassau County, Florida  
 Evaluation Criteria & Ranking

SKANSKA

Evaluation Criteria:

INDIVIDUAL RANKING SHEET FOR EACH PROPOSAL  
 Evaluator: Frank Masandra  
 Agency Name: Nassau County  
 Date of Evaluation: 4-13-17

COMMENTS/RATIONALE

	Maximum Points		
1. Compliance with RFQ Instructions (5 points)			
1 a. Firm's proposal complied with instructions issued in the RFQ.	5	5	
2. Firms Qualifications and Experience (20 points)			
2 a. The ability and capability of firm to perform services of this type.	5	5	No record of having completed this type of building
2 b. Firm's experience and expertise on similar projects.	5	4	
2 c. Firm's ability to ensure orderly communications, distribution of information, effective coordination of activities, and accountability.	5	5	
2 d. Firm's experience regarding project budgets and schedules, and their demonstrated ability to meet both.	5	5	
3. Project Team/Abilities and Expertise (15 points)			
3 a. The adequacy of the firm's professional key personnel and project team to be assigned to the project.	5	4	No clear documentation provided
3 b. Project team's previous experience demonstrates success in completing similar projects.	5	3	Renowned fully in Savannah
3 c. Project team's previous experience program schedule, budget, and technical requirements that are directly relevant to the project described in this RFQ.	5	4	
4. Project Approach (20 points)			
4 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 if implemented by Nassau County.	10	10	
4 b. Firm's methods employed to ensure prompt service, customer satisfaction, and prompt complaint resolution.	5	5	
4 c. Responsibilities and capabilities of the management and staff personnel, including sub-contractors, who will work on the project.	5	5	
5. Quality Control (10 points)			
5 a. Firm's quality control process to be implemented to ensure that quality work products and services can be delivered in a timely manner.	10	9	Excellent quality control in past but no latest inspection
6. Previous Projects/References (5 points)			
6 a. Firm's references with emphasis on similar size projects. Proposals will be evaluated on the basis of project experiences that include projects outlined in the Scope of Work and Services required. Projects completed for Nassau County, other adjacent counties, and other state or federal agencies will be considered.	5	4	
TOTAL SCORE	75	0	70 FM

DESIGN CRITERIA PROFESSIONAL SERVICES - SHERIFF VEHICLE STORAGE GARAGE  
 Bid Number: NC17-007  
 Nassau County, Florida  
 Evaluation Criteria & Ranking

INDIVIDUAL RANKING SHEET FOR EACH PROPOSAL  
 Evaluator: Mike Edwards  
 Agency Name: SHANUSKA

4-13-2017  
 Date of Evaluation: \_\_\_\_\_

Evaluation Criteria:

		Maximum Points	COMMENTS/RATIONALE
1. Compliance with RFQ Instructions (5 points)			
1 a.	Firm's proposal complied with instructions issued in the RFQ.	5	5
2. Firms Qualifications and Experience (20 points)			
2 a.	The ability and capability of firm to perform services of this type.	5	5
2 b.	Firm's experience and expertise on similar projects.	5	4
2 c.	Firm's ability to ensure orderly communications, distribution of information, effective coordination of activities, and accountability.	5	5
2 d.	Firm's experience regarding project budgets and schedules, and their demonstrated ability to meet both.	5	5
3. Project Team/Abilities and Expertise (15 points)			
3 a.	The adequacy of the firm's professional key personnel and project team to be assigned to the project.	5	5
3 b.	Project team's previous experience demonstrates success in completing similar projects.	5	5
3 c.	Project team's previous experience program schedule, budget, and technical requirements that are directly relevant to the project described in this RFQ.	5	4
4. Project Approach (20 points)			
4 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 if implemented by Nassau County.	10	10
4 b.	Firm's methods employed to ensure prompt service, customer satisfaction, and prompt complaint resolution.	5	5
4 c.	Responsibilities and capabilities of the management and staff personnel, including sub-contractors, who will work on the project.	5	5
5. Quality Control (10 points)			
5 a.	Firm's quality control process to be implemented to ensure that quality work products and services can be delivered in a timely manner.	10	10
6. Previous Projects/References (5 points)			
6 a.	Firm's references with emphasis on similar size projects. Proposals will be evaluated on the basis of project experiences that include projects outlined in the Scope of Work and Services required. Projects completed for Nassau County, other adjacent counties, and other state or federal agencies will be considered.	5	4
TOTAL SCORE		75	0
		72	

ACK EXPERIENCE WITH THIS TYPE OF BUILDINGS  
 Project team is limited, but capable  
 OPEN APPROACH TO BUILD IS EXCELLENT  
 WORK WITH THE COUNTY IN OVERALL BUILD DESIGN

LIMIT EXPERIENCE WITH TYPE OF BUILDING

DESIGN CRITERIA PROFESSIONAL SERVICES - SHERIFF VEHICLE STORAGE GARAGE  
 Bid Number: NC17-007  
 Nassau County, Florida  
 Evaluation Criteria & Ranking

INDIVIDUAL RANKING SHEET FOR EACH PROPOSAL  
 Evaluator: Bill Howard  
 Agency Name: Shanklin Properties, Inc.  
 Date of Evaluation: 4-13-17

Evaluation Criteria:

		Maximum Points	
1. Compliance with RFQ Instructions (5 points)		5	5
1 a. Firm's proposal complied with instructions issued in the RFQ.			Complied with all instructions
2. Firms Qualifications and Experience (20 points)			
2 a. The ability and capability of firm to perform services of this type.	5	3	no listing for architects or engineers in
2 b. Firm's experience and expertise on similar projects.	5	3	minimal experience in this type of facility
2 c. Firm's ability to ensure orderly communications, distribution of information, effective coordination of activities, and accountability.	5	5	
2 d. Firm's experience regarding project budgets and schedules, and their demonstrated ability to meet both.	5	4	lack of experience in this type of project
3. Project Team/Abilities and Expertise (15 points)			
3 a. The adequacy of the firm's professional key personnel and project team to be assigned to the project.	5	5	
3 b. Project team's previous experience demonstrates success in completing similar projects.	5	4	minimal experience in excavator similar project
3 c. Project team's previous experience program schedule, budget, and technical requirements that are directly relevant to the project described in this RFQ.	5	4	minimal listing of personnel
4. Project Approach (20 points)			
4 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 if implemented by Nassau County.	10	10	adequate project approach
4 b. Firm's methods employed to ensure prompt service, customer satisfaction, and prompt complaint resolution.	5	5	
4 c. Responsibilities and capabilities of the management and staff personnel, including sub-contractors, who will work on the project.	5	5	
5. Quality Control (10 points)			
5 a. Firm's quality control process to be implemented to ensure that quality work products and services can be delivered in a timely manner.	10	10	direct oversight by team & inclusion of county personnel in project
6. Previous Projects/References (5 points)			
6 a. Firm's references with emphasis on similar size projects. Proposals will be evaluated on the basis of project experiences that include projects outlined in the Scope of Work and Services required. Projects completed for Nassau County, other adjacent counties, and other state or federal agencies will be considered.	5	4	minimal experience on excavator similar projects, good oversight on previous projects by Nassau County
TOTAL SCORE	75	0	67