



City of Naples

Purchasing Division
Multi Media Conference Room
735 Eighth Street South
Naples, Florida 34102

**MINUTES
EVALUATION COMMITTEE
Professional Services Library of Consultants
(Library) Under Florida Statute 287.055
RFQ 14-054
December 2, 2014**

Greg Givens, Purchasing Division, called the meeting to order at 2:04 P.M.

CALL TO ORDER.....ITEM 1

Committee Members Present:

Dave Lykins, CSD
Bob Middleton, Utilities
Andrew Holland, S&SW
Mike Bauer, Natural Resources
George Archibald, S&SW

Also Present:

Gregory Givens, Purchasing
Jed Secory, Purchasing
Gary Ferrante
Greg Corning
Ed Rectenwalde
Ryan White
Andrew Rath
Max Guerra
Dawn Jakiela
David Hyatt

All committee members being present, the meeting was called or order at 2:04 P.M. There was a reminder no public comment or questions would be taken during the meeting so as not to influence the committee's deliberations. The first order of business was approval of the meeting Agenda as posted City Clerk's office on November 13, 2014. There was a motion by Mr. Lykins to approve the Agenda as posted. This motion was seconded by Bob Middleton, and passed on a unanimous voice vote. There was a motion by Dave Lykins to elect Andrew Holland as the Committee Chairperson. This motion was seconded by Bob Middleton, and passed on a unanimous voice vote.

REVIEW OF PROPOSALSITEM 2

The Chairperson initiated discussion of the vendor's proposal submissions as related to the stated RFQ evaluation criteria with a general overview and discussion of a number of options to proceed with identifying preferred vendors. There was a discussion of the number of vendors for the CCNA disciplines and sub-disciplines needed in each library. There was a general committee consensus to begin with the disciplines with the fewest vendors as self-identified by the RFQ's Interest Matrix. Using the Total Composite Sheet Score, compiled by staff, the Committee started with the Architectural discipline, then the Surveying discipline, moving to the Landscape disciplines and sub-disciplines, and finally the largest category of Engineering disciplines and sub-disciplines.

DISCUSS SCORING SHEETSITEM 3

Using the Total Composite Sheet Scores, compiled by staff from the Individual Committee member evaluations of each of the vendor submissions, there was discussion and a motion by Bob Middleton to accept the top 3 ranked vendors in Architectural discipline category. This motion was seconded by David Lykins. After brief discussion, the motion passed on a unanimous voice vote.

There was then discussion related to the Surveying discipline. There was a motion by Andrew Holland to accept the top 5 ranked vendors in the Surveying discipline category. This motion was seconded by George Archibald. After brief discussion on the most appropriate number needed for the Library, the motion passed on a unanimous voice vote.

The Chairperson initiated discussion related to the Landscape disciplines and sub-disciplines, and if there was a need to identify preference in each of the Landscape sub-disciplines as most of the vendors' Interest Matrix were included in the single general Landscape discipline. There was a motion by George Archibald, seconded by David Lykins, to combine the Landscape sub-disciplines into the single Landscape discipline and accept the top 5 ranked vendors with two vendors tied for number 4 in the Landscape discipline. After brief discussion, the motion passed on a unanimous voice vote.

The Committee discussed the eight sub-disciplines under the Engineering category. After lengthy discussion on the vendor submissions and using the Total Composite Sheet Scores, the following actions were taken by the Committee:

- There was a motion by Dr. Bauer, seconded by Bob Middleton, to accept the top 4 ranked vendors in the Coastal Marine sub-discipline. After discussion, the motion passed on a unanimous voice vote.
- There was a motion by Bob Middleton, seconded by George Archibald, to accept the top 5 ranked vendors in the Water Resources sub-discipline. There was a consensus on this and the motion passed on a unanimous voice vote.
- There was a motion by Dr. Bauer, seconded by George Archibald, to accept the top 5 ranked vendor in the Environmental sub-discipline. After discussion, the motion passed on a unanimous voice vote.
- There was a motion by Bob Middleton, seconded by George Archibald, to accept the top 3 ranked vendors in the Mechanical sub-discipline including the number 1 ranked vendor and the two vendors tied for number 2. After discussion, the motion passed on a unanimous voice vote.
- There was a motion by Andrew Holland, seconded by George Archibald, to accept the top 3 ranked vendors in the Transportation sub-discipline. There was a consensus on this and the motion passed on a unanimous voice vote.
- There was a motion by Dave Lykins, seconded by George Archibald, to accept the top 3 ranked vendors in the Structural sub-discipline including the number 1 ranked vendor and the two vendors tied for number 2. After discussion, the motion passed on a unanimous voice vote.
- There was a motion by Bob Middleton, seconded by Andrew Holland, to accept the top 3 ranked vendors in the Electrical sub-discipline. After discussion, the motion passed on a unanimous voice vote.
- And finally, there was a motion by Bob Middleton, seconded by Andrew Holland, to accept the top 3 ranked vendors in the Civil sub-discipline. There was a consensus on this and the motion passed on a unanimous voice vote.
- The Chairperson initiated discussion of the larger Engineering category as a whole. After lengthy discussion on the vendor submissions and again using the Total Composite Sheet Scores, there was a motion Andrew Holland, seconded by George Archibald to include the top 27 ranked vendors minus 6 vendors who specialize in a sub-category and were previously selected under their respective sub-categories. The motion passed on a unanimous voice vote.

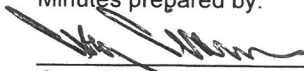
RECOMMENDATION AND AWARD ITEM 4

There was motion by Dave Lykins, seconded by George Archibald to accept the Individual Scoring Sheet ranking and the Total Composite Sheet Scores, and as directed by the Committee's actions to submitted the identified ranked firms for contract negotiation, and consideration of library approval by the City Council for the Professional Services Library of Consultants. This motion was amended to include any further required action to be administratively assigned to the Streets and Stormwater Department and the Purchasing Division for resolution. There was a consensus on this motion, as amended, and unanimously approved by the Committee by a voice vote.

ADJOURN MEETING.....ITEM 5

There being no other business before the Committee, there was a motion by Dave Lykins, seconded by Bob Middleton, to adjourn the meeting that passed on a unanimous voice vote. The Chairperson adjourned the Committee meeting at 3:24 P.M.

Minutes prepared by:


Greg Givens, Purchasing

Minutes approved by:


Andrew Holland, Chairperson

Minutes Approved First and Final Meeting