

MEMORANDUM

To: PROJECT FILE, MINUTES OF MEETING
From: Purchasing
RE: **CN 2019-04 RIVER RANCH ROAD IMPROVEMENTS
SHORT-LIST MEETING**

MEETING DATE: September 26, 2019 TIME: 10:00 AM

COMMITTEE MEMBERS: David Willems (Chair), Kyle Coleman, Mary Gibbs

ATTENDEES: Joanna Taylor, Hole Montes; Justin Frederiksen, Q. Grady Minor; Clair Wright, CW3 Engineering; Elizabeth Fountain, J.R. Evans Engineering; Lauren O'Neill, Quest

At 10:00 AM the Evaluation Committee meeting was called to order by Bob Franceschini, Purchasing Manager. Introductions were put on the record by everyone in attendance.

Meeting was then turned over to the Chair of the Committee, David Willems.

Discussions were held by the committee members with respect to each submittal from the five (5) firms.

The committee discussed the firms in alphabetical order. Barraco and Associates was positively noted for its Project Manager's extensive experience but it was commented that there was not enough discussion specific to this project. CW3 Engineering was complimented for its very detailed description of the project and how challenges were addressed as well as relevant experience and a thoughtful analysis which lead to an excellent project understanding. Hole Montes offered the best proposed project schedule along with relevant experience; but their project understanding lacked detail in comparison to the other submittals. J.R. Evans Engineering was seen as lacking relevant experience and offered a choice of two Project Managers which made it difficult for the committee to understand who would lead and coordinate the project; however, their local presence in Estero and their choice of a roundabout consultant were seen as positives. Q. Grady Minor evidenced a great deal of experience with school-related projects but not very much in the areas of roadway and drainage which are two of the most important aspects of this project.

Following the discussions, the consensus of the committee was to short list the following three (3) firms for presentations:

- CW3 Engineering
- Hole Montes
- Barraco & Associates

A motion was made to approve the three (2) firms for an interview/presentation. The motion was made by Mary Gibbs and seconded by Kyle Coleman, and then called and carried with no further questions. The meeting was adjourned at 10:45 a.m.