

MEMORANDUM

To: PROJECT FILE, MINUTES OF MEETING
From: Procurement Management
RE: **CN220501BJB – Lee County Medical Examiner Office Expansion: Design
PROPOSAL EVALUATION 1 MEETING**

MEETING DATE: September 26, 2022 TIME: 2:00 P.M.

ATTENDEES:

COMMITTEE MEMBERS: Scott Cannard, Dave Pinheiro, Rick Armstrong, Dick Wolters,
Vince Miller, Scott Musheff

PROCUREMENT ANALYST: Brian Boehs

At 2:00 p.m., the Proposal Evaluation Committee meeting was called to order by Brian Boehs, Procurement Management Representative.

Opportunity was given for public comments. There were no public comments made.

Introductions were put on the record by everyone in attendance.

Discussions were held by the committee members with respect to each submittal from all 7 firms.

Brief Committee Discussion Decision:

The discussion centered on the firms' response to the submittal requirements of the solicitation package focusing on both pros and cons of their response details.

Following the discussions, a ranking was held, and a motion followed to short-list the top four ranked firms:

- Harvard Jolly, Inc.;
- ADG Architecture, LLC;
- Baker Barrios Architects, Inc.; and
- Saltz Michelson Architects, Inc.

A motion was brought to approve the ranking of the firms and shortlist the top 4 firms. The motion was made by Dave Pinheiro and seconded by Scott Cannard. All committee members were in favor, and none were opposed.

The committee members then followed with additional discussion as to dates, time and the format and topics to be addressed by the shortlisted firms during the interviews at the Evaluation 2 meeting.

The meeting was adjourned by the chair at 3:20 p.m.

Attachment: Final Score Cards and/or Ranking Sheet

Final Summary of Ranking									
		1	2	3	4	5	6	7	
Category	ADG Architecture, LLC	Baker Barrios Architects, Inc.	Burt Hill / Pollock Krieg Architects, Inc.	Harvard Jolly, Inc.	Inivos Group LLC	Parker / Mudgett / Smith Architects, Inc.	Saltz Michelson Architects, Inc.		
Rick Armstrong	2	3	2	1	5	4	3		
Scott Cannard	4	3	6	1	7	5	2		
Vince Miller	2	3	4	1	7	6	5		
Dave Pinheiro	2	1	5	3	6	4	3		
Richard Wolters	2	3	5	1	7	6	4		
Total Score	12	13	22	7	32	25	17		
Ranking	2	3	5	1	7	6	4		