

MEMORANDUM

To: PROJECT FILE, MINUTES OF MEETING

From: Procurement Management

RE: **CN230339NAT Community Development/Public Works Generator Replacement: Design Presentation/Telephone Interview Minutes of the Proposal Evaluations Committee Meeting**

MEETING DATE: 8/23/23

BEGINNING TIME: 1PM

ATTENDEES:

COMMITTEE MEMBERS: Marco Dano, Doug Meyer, Phil Gillogly, Tom Marquardt

INVITED MEMBERS: Diversified Technology Consultants, Inc. Johnson Engineering, Inc., K2M Design Inc.

PROCUREMENT ANALYST: Nick Trueblood

At 1PM the Proposal Evaluations Committee meeting was called to order by Nick Trueblood, Procurement Management Representative. Introductions were put on the record by everyone in attendance.

Interview/Presentations were completed with three (3) firms.

Discussions were held by the committee members, as well as invited participants with respect to each presentation from the three (3) firms.

Following the discussions, the consensus of the committee was to recommend the following order of ranking:

1. Diversified Technology Consultants, Inc.
1. Johnson Engineering, Inc.
1. K2m Design, Inc.

All three (3) firms tied for the number 1 ranking and the tie breaker found within the solicitation documents (and stated below) was employed. The resulted ranking of the firms through the tie breaking procedure are as follows:

1. Diversified Technology Consultants, Inc
2. K2M Design, Inc.
2. Johnson Engineering, Inc.

21. RFP – TIEBREAKER 21.1. In the event of a tie, two or more proposers that have the same ranking, the following steps will be taken to determine the highest ranked proposer. This method shall be used for all (RFP) ties. 21.1.1. Step 1: The proposer that has the highest number of 1st

place rankings shall be deemed the first ranked proposer. In the event a tie still exists the proposer with the highest number of 2nd, place rankings shall be the first ranked proposer. Should a tie still remain the method used above will continue with each ranking level, 3rd, then 4th, then 5th, etc. rank, will be counted until the tie is broken.

21.1.2. INTENTIONALLY LEFT BLANK DUE TO FUNDING

21.1.3. Step 3: In the event the tie exists then the highest ranked proposer from the first evaluation committee meeting, in which point values were applied, will win the award. One being the highest.

The chair entertained a motion to approve the ranking and to forward the committee's recommendation to the Board of County Commissioners. The motion was made by Marco Dano and seconded by Doug Meyer, and then called and carried with no further questions.

The meeting was adjourned by the chair at (INSERT TIME a.m./p.m.)

Attachment: Overall Ranking Sheet

Revised/Updated: 1/29/2013

RFP #

CN230339NAT

RFP Title

CD/PW Generator
Replacement Design

Evaluation 2 - Ranking Meeting

Members	Diversified Technology Consultants Inc.	Johnson Engineering, Inc.	K2M Design, Inc.
Marco Dano	1	3	2
Phil Gillogly	3	2	1
Doug Meyer	3	1	2
Tom Marquardt	1	2	3
Total Score	8	8	8
Ranking	1	1	1

Tie Breaker Per Solicitation Documents: The First tie breaker shall be The proposer that has the highest number of 1st place rankings shall be deemed the first ranked proposer. Diversified Technology Consultants Has the most number 1 rankings and therefore has been designated as the number 1 firm.

Scores Entered by: Nick Trueblood

8/23/2023

Sign

Scores Verified by: verbal verification by evaluation committee

8/23/2023

Sign