

MEMORANDUM

To: PROJECT FILE, MINUTES OF MEETING

From: Procurement Management

RE: CN230339NAT Community Development/Public Works Generator
Replacement: Design

PROPOSAL EVALUATION MEETING 1

MEETING DATE: July 31, 2023. TIME: 10:30AM

ATTENDEES:

COMMITTEE MEMBERS: Marco Dano
Phil Gillogly
Doug Meyer
Tom Marquardt

PROCUREMENT ANALYST: Nick Trueblood

At 10:30AM the Proposal Evaluation Committee meeting was called to order by Nick Trueblood, Procurement Management Representative. Introductions were put on the record by everyone in attendance.

Meeting was then turned over to the Committee

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

Proposer #1	Diversified Technology Consultants, Inc.
Proposer #2	Johnson Engineering, Inc.
Proposer #3	K2M Design, Inc.

Brief Committee Discussion Decision:

The discussion centered around each firm's ability to meet the following # criteria.

CRITERIA HERE	
Qualifications of Firm	35
Relevant Experience	30

Plan of Approach	25
Personnel	10
Total Points Scored	100

The committee discussed all the pros and cons of each of the three (3) firms.

Following the discussions, the consensus of the committee was to invite all three (3) firms for an interview/presentations. The firms were as follows:

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

The committee entertained a motion to approve the three (3) firms for an interview/presentation. The motion was made by Marco Dano and seconded by Tom Marquardt, and then called and carried with no further questions.

The meeting was adjourned by the chair at 10:57AM.

Attachment: Final Score Card and/or Ranking Sheet

Final Summary of Ranking			
	1	2	3
Category	Diversified Technology Consultants, Inc.	Johnson Engineering, Inc.	K2M Design, Inc.
Marco Dano	1	3	2
Phil Gillogly	2	3	1
Doug Meyer	3	2	1
Tom Marquardt	2	1	3
Dave Baer (did not attend)	1	1	1
Total Score	9	10	8
Ranking	2	3	1

Scores Entered by:

Nick Trueblood

Sign

Scores Verified by:

verbal verification by evaluation committee

Sign