

# MEMORANDUM

**To:** PROJECT FILE, MINUTES OF MEETING

**From:** Procurement Management

**RE:** **CN240602JJB: Moss Marina Booster Pump Station - Design**  
**PROPOSAL EVALUATION MEETING 1**

MEETING DATE: February 4, 2025, TIME: 8:30 AM

**ATTENDEES:**

COMMITTEE MEMBERS: Dayan Hernandez, Dewayne Tagg, Mike Frazzetto,  
Avelino Cancel, Amanda Peterson

PROCUREMENT ANALYST: Jake Bond

At 8:30 AM, the Proposal Evaluation Committee meeting was called to order by Jake Bond, Procurement Management Representative. Introductions were put on the record by everyone in attendance.

Discussions were held by the committee members with respect to each submittal from all three (3) firms.

<b>Proposer #1</b>	<b>Black &amp; Veatch Corporation</b>
<b>Proposer #2</b>	<b>Q. Grady Minor and Associates, LLC</b>
<b>Proposer #3</b>	<b>Tetra Tech, Inc.</b>

The discussion centered around each firm's ability to meet the following five (5) criteria.

<b>1. EXPERIENCE - BOOSTER PUMP STATION DESIGN</b>	<b>25</b>
<b>2. EXPERIENCE - RESILIENCY DESIGN</b>	<b>30</b>
<b>3. FIRM PLAN OF APPROACH</b>	<b>20</b>
<b>4. KEY PERSONNEL</b>	<b>10</b>
<b>5. TEAM MEMBER-SPECIFIC QUALIFICATIONS AND EXPERIENCE</b>	<b>15</b>
<b>Total Points Scored</b>	<b>100</b>

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

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

- Black & Veatch Corporation
- Q. Grady Minor and Associates, LLC
  - Tetra Tech, Inc.

The chair entertained a motion to approve the 3 firms for an interview/presentation. The motion was made by Avelino Cancel and seconded by Mike Frazzetto, and then called and carried with no further questions.

The meeting was adjourned by the chair at 9:00 AM.