

MEMORANDUM

To: PROJECT FILE, MINUTES OF MEETING
From: Procurement Management
RE: CN250108JJB – Kiker Preserve & Flint Pen – Design Phase 1
PROPOSAL EVALUATION MEETING 1

MEETING DATE: 6/18/2025 TIME: 10:00 AM

ATTENDEES:

COMMITTEE MEMBERS: Phil Gillogly, Becky Sweigert, Ashley Koza, Jason Lamey, Jennifer Hubbard

PROCUREMENT ANALYST: David Jones

At 10:00 AM the Proposal Evaluation Committee meeting was called to order by David Jones Procurement Management Representative. Introductions were put on record by everyone in attendance.

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

Proposer #1	AIM Engineering & Surveying, Inc.
Proposer #2	Johnson Engineering, LLC
Proposer #3	JR Evans Engineering, P.A.
Proposer #4	Wicks Consulting Group, Inc.

Brief Committee Discussion Decision:

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

CRITERIA HERE	
1. Qualifications of Firm, Relevant Experience & References	30
2. Firm Plan of Approach	50
3. Personnel	20
Total Points Scored	100

The committee discussed all the pros and cons of the four (4) firms.

Following the discussions, the consensus of the committee was to invite the four (4) firms for an interview/presentation. The firms were as follows:

Rank 1: **AIM Engineering & Surveying, Inc.**

Rank 2: **Johnson Engineering, LLC**

Rank 3: **Wicks Consulting Group, Inc.**

Rank 4: **JR Evans Engineering, P.A.**

The chair entertained a motion to approve the four (4) firms for an interview/presentation. The motion was made by Phil Gillogly and by Becky Sweigert and then called and carried with no further questions.

The meeting was adjourned by the chair at 10:35 AM.

Attachment: Final Score Card and/or Ranking Sheet

Phil Gillogly

		1	2	3	4
Max Pts	Category	AIM Engineering & Surveying, Inc.	Johnson Engineering, LLC	JR Evans Engineering, P.A.	Wicks Consulting Group, Inc.
30	Qualifications of Firm, Relevant Experience & References	30	30	30	30
50	Firm Plan of Approach	45	50	45	50
20	Personnel	20	20	15	15
100	Total Score	95	100	90	95
	Ranking	2	1	3	2

Rebecca Sweigert

		1	2	3	4
Max Pts	Category	AIM Engineering & Surveying, Inc.	Johnson Engineering, LLC	JR Evans Engineering, P.A.	Wicks Consulting Group, Inc.
30	Qualifications of Firm, Relevant Experience & References	28	28	27	25
50	Firm Plan of Approach	48	46	46	45
20	Personnel	17	18	16	15
100	Total Score	93	92	89	85
	Ranking	1	2	3	4

Ashley Koza

		1	2	3	4
Max Pts	Category	AIM Engineering & Surveying, Inc.	Johnson Engineering, LLC	JR Evans Engineering, P.A.	Wicks Consulting Group, Inc.
30	Qualifications of Firm, Relevant Experience & References	27	27	26	27
50	Firm Plan of Approach	47	46	44	45
20	Personnel	20	20	19	18
100	Total Score	94	93	89	90
	Ranking	1	2	4	3

Jason Lamey

		1	2	3	4
Max Pts	Category	AIM Engineering & Surveying, Inc.	Johnson Engineering, LLC	JR Evans Engineering, P.A.	Wicks Consulting Group, Inc.
30	Qualifications of Firm, Relevant Experience & References	24	27	22	23
50	Firm Plan of Approach	47	47	47	48
20	Personnel	18	18	19	17
100	Total Score	89	92	88	88
	Ranking	2	1	3	3

Jennifer Hubbard

		1	2	3	4
Max Pts	Category	AIM Engineering & Surveying, Inc.	Johnson Engineering, LLC	JR Evans Engineering, P.A.	Wicks Consulting Group, Inc.
30	Qualifications of Firm, Relevant Experience & References	29	28	26	30
50	Firm Plan of Approach	49	49	49	50
20	Personnel	20	20	18	18
100	Total Score	98	97	93	98
	Ranking	1	2	3	1

Final Summary of Ranking

		1	2	3	4
	Category	AIM Engineering & Surveying, Inc.	Johnson Engineering, LLC	JR Evans Engineering, P.A.	Wicks Consulting Group, Inc.
	Phil Gillogly	2	1	3	2
	Rebecca Sweigert	1	2	3	4
	Ashley Koza	1	2	4	3
	Jason Lamey	2	1	3	3
	Jennifer Hubbard	1	2	3	1
	Total Score	7	8	16	13
	Ranking	1	2	4	3

Scores Entered by:

Sign

Date: 6/18/25

Scores Verified by:

Sign

Date: 6/18/25