

MEMORANDUM

To: PROJECT FILE, MINUTES OF MEETING
From: Procurement Management
RE: CN240404DWJ – Summerlin Rd. Redundant Water Main
PROPOSAL EVALUATION MEETING 1

MEETING DATE: 8/15/24 TIME: 1:00 PM

ATTENDEES:

COMMITTEE MEMBERS: Jessica Sulzer, Justin Dodd, Michael Reinek, Linda Braam, Jason Lamey

PROCUREMENT ANALYST: David Jones

At 1:00 PM the Proposal Evaluation Committee meeting was called to order by David Jones 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.

Proposer #1	Ardurra Group, Inc.
Proposer #2	Kimley-Horn and Associates, Inc.
Proposer #3	Q. Grady Minor and Associates, LLC

Brief Committee Discussion Decision:

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

CRITERIA HERE	
1. Qualifications of Firm (Tab 1)	20
2. Company Relevant Experience & Reference (Tab 2)	30
3. Firm Plan of Approach (Tab 3)	30
4. Personnel (Tab 4)	15

5. Team Member Specific Qualifications and Experience (Tab 5)	5
Total Points Scored	100

The committee discussed all the pros and cons 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:

Rank 1: Ardurra Group, Inc.

Rank 2: Kimley-Horn and Associates, Inc.

Rank 3: Q Grady Minor and Associates, LLC

The chair entertained a motion to approve the three (3) firms for an interview/presentation. The motion was made by Jessica Sulzer and seconded by Linda Braam, and then called and carried with no further questions.

The meeting was adjourned by the chair at 1:33 PM.

Attachment: Final Ranking Sheet

Buyers Name: David Jones

Jessica Sulzer

		1	2	3
Max Pts	Category	Ardurra Group, Inc.	Kimley-Horn and Associates, Inc.	Q. Grady Minor and Associates, LLC
20	Qualifications of Firm (Tab 1)	20	20	20
30	Company Relevant Experience & Reference (Tab 2)	25	30	30
30	Firm Plan of Approach (Tab 3)	25	25	20
15	Personnel (Tab 4)	15	15	15
5	Team Member Specific Qualifications and Experience (Tab 5)	5	5	5
100	Total Score	90	95	90
	Ranking	2	1	2

Justin Dodd

		1	2	3
Max Pts	Category	Ardurra Group, Inc.	Kimley-Horn and Associates, Inc.	Q. Grady Minor and Associates, LLC
20	Qualifications of Firm (Tab 1)	18	18	18
30	Company Relevant Experience & Reference (Tab 2)	23	23	23
30	Firm Plan of Approach (Tab 3)	28	25	27
15	Personnel (Tab 4)	12	12	10
5	Team Member Specific Qualifications and Experience (Tab 5)	5	5	5
100	Total Score	86	83	83
	Ranking	1	2	2

Michael Reinek

		1	2	3
Max Pts	Category	Ardurra Group, Inc.	Kimley-Horn and Associates, Inc.	Q. Grady Minor and Associates, LLC
20	Qualifications of Firm (Tab 1)	18	17	18
30	Company Relevant Experience & Reference (Tab 2)	28	26	27
30	Firm Plan of Approach (Tab 3)	29	28	28
15	Personnel (Tab 4)	13	12	13
5	Team Member Specific Qualifications and Experience (Tab 5)	5	5	5
100	Total Score	93	88	91
	Ranking	1	3	2

Linda Braam

		1	2	3
Max Pts	Category	Ardurra Group, Inc.	Kimley-Horn and Associates, Inc.	Q. Grady Minor and Associates, LLC
20	Qualifications of Firm (Tab 1)	19	20	18
30	Company Relevant Experience & Reference (Tab 2)	27	28	25
30	Firm Plan of Approach (Tab 3)	30	25	25
15	Personnel (Tab 4)	15	15	15
5	Team Member Specific Qualifications and Experience (Tab 5)	4	5	4
100	Total Score	95	93	87
	Ranking	1	2	3

Jason Lamey

		1	2	3
Max Pts	Category	Ardurra Group, Inc.	Kimley-Horn and Associates, Inc.	Q. Grady Minor and Associates, LLC
20	Qualifications of Firm (Tab 1)	17	18	16
30	Company Relevant Experience & Reference (Tab 2)	25	28	23
30	Firm Plan of Approach (Tab 3)	24	26	25
15	Personnel (Tab 4)	14	14	13
5	Team Member Specific Qualifications and Experience (Tab 5)	5	4	3
100	Total Score	85	90	80
	Ranking	2	1	3

Final Summary of Ranking

		1	2	3
Category		Ardurra Group, Inc.	Kimley-Horn and Associates, Inc.	Q. Grady Minor and Associates, LLC
Jessica Sulzer		2	1	2
Justin Dodd		1	2	2
Michael Reinek		1	3	2
Linda Braam		1	2	3
Jason Lamey		2	1	3
Total Score		7	9	12
Ranking		1	2	3

Scores Entered by:

Sign

Scores Verified by:

verbal verification by evaluation committee

Sign