

MEMORANDUM

To: PROJECT FILE, MINUTES OF MEETING
From: Procurement Management
RE: **CN240570KLB – Estero Blvd. SUN Trail – Design**
PROPOSAL EVALUATION 1 MEETING

MEETING DATE: March 5, 2025 TIME: 10:00 am

ATTENDEES:

COMMITTEE MEMBERS: Garrett Brinson, Vincent Miller, Thomas Marquardt, Ryan Hylen,
Nicholas DeFillippo

PROCUREMENT ANALYST: Kacey Bell

At 10:00 a.m. the Proposal Evaluation Committee meeting was called to order by Kacey Bell, Procurement Management Representative.

Opportunity was given for public comments. There were no public comments made.

Introductions were put on the record by everyone in attendance.

Discussions were held by the committee members with respect to each submittal from all 6 firms.

Brief Committee Discussion Decision:

The discussion centered on the firms' response to the submittal requirements of the solicitation package focusing on both pros and cons of their response details.

Following the discussions, a ranking was held, and a motion followed to short-list the top three ranked firms, with a tie in scoring for third:

- 1) Kisinger Campo & Associates, Corp.
- 2) Kimley-Horn and Associates, Inc.
- 3) HighSpans Engineering, Inc.
- 3) Q. GradyMinor and Associates, LLC

A motion was brought to approve the ranking of the firms and shortlist the top three ranked firms, with a tie in scoring for third. The motion was made by Vincent Miller and seconded by Thomas Marquardt. All committee members were in favor, and none were opposed.

The committee members then followed with additional discussion as to length, format and topics to be addressed by all the firms during the interviews at the Evaluation 2 meeting.

The meeting was adjourned by the chair at 11:00 a.m.

Attachment: Final Score Card and/or Ranking Sheet

Final Summary of Ranking							
	1	2	3	4	5	6	
Category	BCC Engineering, LLC	HighSpans Engineering, Inc.	Kimley-Horn and Associates, Inc.	Kisinger Campo & Associates, Corp	Q. GradyMinor and Associates, LLC	Weiler Engineering Corporation	
Garrett Brinson	5	4	2	2	1	3	
Nicholas DeFillippo	6	2	3	1	4	5	
Ryan Hylan	4	3	2	1	2	3	
Thomas Marquardt	5	2	4	1	3	4	
Vincent Miller	6	3	2	1	4	5	
Total Score	26	14	13	6	14	20	
Ranking	5	3	2	1	3	4	