

# MEMORANDUM

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

**From:** Procurement Management

**RE:** **CN240570KLB – Estero Blvd. SUN Trail – Design**

MEETING DATE: April 2, 2025 BEGINNING TIME: 11:00 a.m.

COMMITTEE MEMBERS: Garrett Brinson, Vince Miller, Thomas Marquardt, Ryan Hysten, Nicholas DeFillippo

PROCUREMENT ANALYST: Kacey Bell

At 11:00 a.m. the Proposal Evaluations Committee meeting was called to order by Kacey Bell, Procurement Management Representative. Introductions were put on the record by everyone in attendance. Opportunity was made for public comment. There were no public comments made.

Interview/Presentations were completed with the four (4) firms.

Discussions were then held by the committee members with respect to the presentations from the four (4) firms.

Following the discussions, a ranking was made based on their ranking sheets. The ranking was as follows:

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

It should be noted that there was a tie for the number one position.

Upon further review of the terms and conditions within the solicitation for tie-breakers, Section 21, subsection 21.1. states, *In the event of a tie, two or more proposer that have the same ranking, the following steps will be taken to determine the highest ranked proposer. This method shall be used for all (RFP) ties. 21.1.1. Step 1: The proposer that has the highest number of 1<sup>st</sup> place rankings shall be deemed the first ranked proposer. In the event a tie still exists the proposer with the highest number of 2<sup>nd</sup> place rankings shall be the first ranked proposer. Should a tie still remain the method used above will continue with each ranking level, 3<sup>rd</sup>, then 4<sup>th</sup>, then 5<sup>th</sup>, etc. rank, will be counted until the tie is broken.*

The appropriate actions were then followed Per in accordance with the Terms and Conditions of the solicitation documents.

A motion was submitted to approve the ranking pursuant to the tie-breaking actions and the committee's recommendations to move forward and to enter into negotiations with Kisinger Campo & Associates, Corp to the Board of County Commissioners. The motion was made by Vince Miller and seconded by Nicholas DeFillippo and then called and carried with no objections.

The meeting was adjourned by the analyst at 1:40 p.m.

Eval 2 Ranking Meeting-Ranking Only

Members	HighSpans Engineering, Inc.	Kimley-Horn and Associates, Inc.	Kisinger Campo & Associates, Corp	Q. GradyMinor and Associates, LLC
Garrett Brinson	4	1	3	2
Nicholas DeFillippo	4	2	1	3
Ryan Hylan	2	4	3	1
Thomas Marquardt	3	2	1	4
Vincent Miller	1	2	3	4
Total Score	14	11	11	14
Ranking	2	1	1	2