

**Final  
Minutes  
Mechanical & Electrical Engineering Vendor Selection Committee  
District Board of Trustees  
Gulf Coast Community College**

February 8, 2011

8:00 AM

William C. Cramer Seminar Room

**Present:** Ms. Karen Durden, Mr. Dan Estes (Chair), Ms. Tonia Lawson (recording),  
Mr. John Mercer, Mr. Joe Mills, Mr. Dennis Storck

**Call to Order:** Mr. Estes called the meeting to order at 8:40 a.m.

**Purpose:** The stated purpose of the current meeting was to select a final vendor for the continuing area contract for Mechanical and Electrical Engineering Services, based on the given presentations and question/answer sessions.

**Review of Process:** Mr. Estes outlined the methodology used to select a final vendor for the Mechanical and Electrical Engineering Services. In the selection process, key indicators considered include:

- Availability
- Scope of work
- Ability of professional personnel

College staff reviewed nine submitted proposals and invited the top three vendors to move into the presentation phase. Firms submitting proposals were:

- Dell Consulting, LLC
- Gulf Breeze Consulting, Inc.
- H2Engineering, Inc.
- Humber-Garick Consulting Engineers
- MEP Engineering Solutions, Inc.
- Pinnacle Engineering Group, PA
- Schmidt Consulting Group, Inc.
- SGM Engineering, Inc.
- Townsend Engineering, Inc.

Vendors were requested to submit a copy of their fee schedule and a sample contract (AIA Document preferred). Vendors were also asked to present a related sample project completed by the proposed staff. A discussion followed highlighting the importance of selecting a vendor that could serve the needs of the project without delaying construction timelines.

**Interviews:** Interviews consisted of 35 minutes for presentations and 15 minutes for a questions-and-answer period after each presentation. The following firms presented to the committee, utilizing this format.

- H2Engineering, Inc.
- Pinnacle Engineering Group, PA
- Schmidt Consulting Group, Inc.

**Discussion of Submittals:** Each vendor representative(s) gave a presentation to the committee detailing the scope of work to be provided and their qualifications to provide these services.

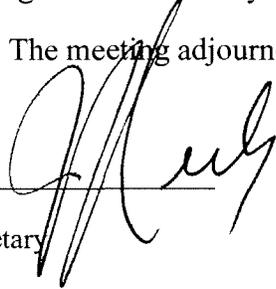
**Interview Selections:** Trustees discussed and deliberated the information provided by the selected vendors.

Schmidt Consulting Group, Inc. was unanimously selected to move to the contract negotiation phase.

**Contract Negotiation:** The representatives of Schmidt Consulting Group, Inc. proposed a contract for a term of three years in the amount of 6% of total project cost (excluding fee) for construction projects. Projects in process are to be completed by firm(s) under contract at the start of the project. The fee schedule is included in proposal for projects requiring services only. The committee agreed unanimously on the selection and cost.

**Adjournment:** The meeting adjourned at 12:30 p.m.

Secretary



Chairman

