

**FINAL
MINUTES**

**DISTRICT BOARD OF TRUSTEES SPECIAL MEETING
CAPITAL PLANNING AND FACILITIES COMMITTEE
GULF COAST STATE COLLEGE**

May 31, 2018

10 a.m.
Administrative Conference Room
Administration Building

Members Present: Jim W. McKnight (presiding) and Don R. Crisp

Others Present: Herman Daniels, Tonia Lawson, Jim McDougall, John Mercer, Dr. John Holdnak, Dottie Terryn (recording)

1. Welcome: Mr. McKnight welcomed those in attendance and called the meeting to order at 9:11 a.m.

2. Discussion and Ranking: The committee discussed the continuing contract evaluation process and reviewed the grading sheet. Ms. Lawson asked each committee member to sign the “Non-Conflict of Interest/Confidentiality Statement” prior to the review process. She stated Mr. Tannehill will join the committee meeting after the Civil Engineering Services discussion and ranking process, as he has already submitted his recusal form for this discussion due to a conflict of interest. Mr. McKnight named Mr. Mercer a voting member of the committee.

Mr. Mercer identified the committee’s initial responsibility as selecting two firms to be selected for professional services continuing contract projects for Architectural, Civil Engineering, and Mechanical & Electrical Engineering Services. He noted that the firms would be expected to provide architectural or engineering services on a continuing contract basis for projects with budgets of less than \$2 million or for study activity if the fee for professional services for each individual study under the contract does not exceed \$200,000 per Florida Statute 287.055.

Trustees were asked to rank the firms according to the following criteria:

- Ability of Professional Personnel
- Certified Minority Business Enterprises
- Willingness to Meet Time & Budget Requirements
- Location
- Recent, Current, & Projected Workloads
- Volume of Work Previously Awarded to each Firm by GCSC

Committee members shared their results of their individual review of documents submitted by the firms listed below:

RFQ #3-2017/2018, Civil Engineering Services

- Baskerville-Donovan, Inc.
- CHP Engineering
- Dewberry Engineers, Inc.
- McNeil Carroll Engineering, Inc.

Following review of the submittals and discussion, the committee ranked the firms for RFQ #3-2017/2018, Civil Engineering Services, in the following order:

- #1 Dewberry Engineers, Inc.
- #2 McNeil Carroll Engineering, Inc.
- #3 Baskerville-Donovan, Inc.
- #4 CHP Engineering

At 9:30 a.m., the committee took a recess to reconvene upon the arrival of Mr. Tannehill.

10:02 a.m.

Members Present: Jim W. McKnight (presiding), Don R. Crisp, and Joe K. Tannehill, Jr.

Others Present: Herman Daniels, Tonia Lawson, Jim McDougall, John Mercer, Dr. John Holdnak, Dottie Terryn (recording)

1. Meeting Reconvened: At 10:02 a.m., Mr. McKnight reconvened the Capital Planning and Facilities Committee meeting and amended the members to include Mr. Tannehill.

2. Discussion and Ranking: Mr. McKnight reiterated the firms were to be ranked according to the following criteria:

- Ability of Professional Personnel
- Certified Minority Business Enterprises
- Willingness to Meet Time & Budget Requirements
- Location
- Recent, Current, & Projected Workloads
- Volume of Work Previously Awarded to each Firm by GCSC

Committee members shared their results of their individual review of documents submitted by the firms listed below.

RFQ #2-2017/2018, Architectural Services

- DAG Architects, Inc.
- Florida Architects, Inc.

RFQ 4-2017/2018, Mechanical & Electrical Engineering Services

- H2Engineering, Inc.
- Humber Garick Consulting Engineering
- Pinnacle Engineering Group, P.A.
- SGM Engineering, Inc.

Following review of the submittals and discussion, the committee ranked the Mechanical & Electrical Engineering Services firms in the following order:

RFQ 4-2017/2018, Mechanical & Electrical Engineering Services

- #1 Pinnacle Engineering Group, P.A.
- #2 Humber Garick Consulting Engineering
- #3 H2Engineering, Inc.
- #4 SGM Engineering, Inc.

The Committee will present their recommendation for approval to the full board at the next regular meeting on June 28, 2018.

Ms. Lawson was asked to schedule presentations for Architectural Services on June 13, 2018, in the William C. Cramer, Jr. Seminar Room.

- 8. Adjournment** The meeting was adjourned at 10:47 a.m.

Secretary

Chair, District Board of Trustees