

**FINAL
MINUTES**

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

June 13, 2018

10 a.m.

William C. Cramer, Jr. Seminar Room

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. Welcome:** Mr. McKnight welcomed those in attendance and called the meeting to order at 10:04 a.m.

- 2. Review of Responsibilities:** The stated purpose of the current meeting was to interview the short-list vendors for the Continuing Contracts for Design Professionals for Architectural Services. Vendors were requested to submit a copy of their fee schedule and a sample AIA contract to the Executive Director of Procurement.

- 3. Presentations:** Interviews consisted of 20 minutes for presentations and 10 minutes for a question-and-answer period after each presentation. The following firms gave a presentation to the committee detailing the scope of work to be provided and their qualifications to provide these services.
 - DAG Architects, Inc.
 - Florida Architects, Inc.

At the conclusion of each presentation, the trustees conveyed the importance of working with college stakeholders, staying within proposed budgets, and incorporating safety features into future projects. The trustees expressed concern to each firm in regards to presenting designs that are more than what was asked for and also the need for working well with outside contractors. Mr. McKnight thanked each firm for their presentation.

Following review of the submittals and discussion, the committee ranked the firms in the following order:

RFQ #2-2017/2018, Architectural Services
#1 Florida Architects, Inc.
#2 DAG Architects, Inc.

The committee will present their recommendations of the firms selected at the next regular board meeting on June 28, 2018.

- 8. Adjournment** The meeting was adjourned at 11:35 a.m.

Secretary

Chair, District Board of Trustees