

RFQ 009-0-2011/AT Sumter County Project Management Services – Vendor Presentation and Selection Committee Meeting held on June 13, 2011.

The meeting began at 9:00am in Room 102 located within The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Sandra Howell, Scott Cottrell, and Doug Conway were present representing the Selection Committee.

Tina Chavez was present to represent county staff.

Tina stated the Selection Committee's recommendation will be taken to the Sumter County Board of County Commissioners on June 28, 2011.

The firms presented in the following order: Fetterhoff, Johnson Laux, URS, and ZHA.

The Selection Committee convened at 1:00pm to discuss and score the presenting firms. The Committee agreed to enter into contract negotiations with the top two firms. The highest scoring firm would be the primary contractor and the second highest scoring firm would be the secondary contractor. Scores are as follows:

	Fetterhoff	Johnson Laux	URS	ZHA
Sandra Howell	4.325	2.7	4.75	4.30
Doug Conway	3.5	3.0	5.0	4.5
Scott Cottrell	4.2	3.4	5.0	4.4
TOTALS	12.025	9.1	14.75	13.2

\*Score sheets attached

The meeting adjourned at 1:30pm.

ZHA  
S. HOWELL

**Vendor Presentations Scoring Criteria**

	Score	X	Weight	=	Rating
1. Qualifications and Experience	<u>4.5</u>		<u>0.30</u>		<u>1.35</u>
2. Approach to Tasks to be Performed	<u>4.5</u>		<u>0.30</u>		<u>1.35</u>
3. Client Reference	<u>4.0</u>		<u>0.20</u>		<u>.8</u>
4. Presentation Quality	<u>4.</u>		<u>0.20</u>		<u>.8</u>

SCORE:

0 = Non-Responsive

1 = Poor

2 = Fair

3 = Average (Included only minimum of what was asked for on subject criteria)

4 = Good

5 = Excellent

4.30

1. Qualifications and Experience: Qualification level (degrees, professional certificates and other credentials) of individual /firm's that will be devoted to fulfilling contract obligations. Skills and experience of assigned personnel on similar projects particularly with governmental entities.
2. Approach to Tasks to be Performed: Understanding the scope of work and the overall goals including Proposers strategy for carrying out the needed work tasks to meet the goals. Ability to meet desired timelines and deadlines. Suitability of the approaches used in achieving tasks. Proposed plan for completing work in a timely and professional manner.
3. Client References: Feedback from current and past clients of the individual/firm
4. Presentation Quality: Quality, professionalism, and conciseness of RFQ package and any required supplemental submission or oral presentation. Adherence to the general and specific requirements of the RFQ.

Once the Selection Committee has scored the individual/firm(s) after vendor presentations the score sheets will be tallied and the highest raking firm will be recommended for award to the Sumter County Board of County Commissioners and to enter into contract negotiations.

Do not attempt to contact any Selection Committee Member, staff member or person other than Mrs. Amanda Taylor for questions relating to this project. Anyone attempting to lobby Sumter County BOCC representatives may be disqualified. The Selection Committee Members shall be: Sandra Howell, Assistant County Administrator; Scott Cottrell, Public Works Director; and Doug Conway, Project Manager.

Recommendation of award will be provided on Demand Star once award is made at [www.demandstar.com](http://www.demandstar.com). The award will be based on the RFQ Package that is most advantageous to Sumter County. All Selection Committee recommendations are subject to Board approval.

Johnson-Laux  
Howell.

**Vendor Presentations Scoring Criteria**

	Score	X	Weight	=	Rating
1. Qualifications and Experience	<u>2</u>		<u>0.30</u>		<u>.6</u>
2. Approach to Tasks to be Performed	<u>3</u>		<u>0.30</u>		<u>.9</u>
3. Client Reference	<u>3</u>		<u>0.20</u>		<u>.6</u>
4. Presentation Quality	<u>3</u>		<u>0.20</u>		<u>.6</u>

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4 = Good

5 = Excellent

2.7

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URS  
S. Howell

**Vendor Presentations Scoring Criteria**

	Score	X	Weight	=	Rating
1. Qualifications and Experience	<u>5</u>		<u>0.30</u>		<u>1.50</u>
2. Approach to Tasks to be Performed	<u>5</u>		<u>0.30</u>		<u>1.50</u>
3. Client Reference	<u>4.0</u>		<u>0.20</u>		<u>.80</u>
4. Presentation Quality	<u>4.75</u>		<u>0.20</u>		<u>.95</u>

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4 = Good

5 = Excellent

~~1.5~~ 4.75

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FETTERHOFF /  
Gator Sketch

S. HOWELL

**Vendor Presentations Scoring Criteria**

	Score	X	Weight	=	Rating
1. Qualifications and Experience	<u>4.0</u>		<u>0.30</u>		<u>1.20</u>
2. Approach to Tasks to be Performed	<u>4.75</u>		<u>0.30</u>		<u>1.425</u>
3. Client Reference	<u>4.0</u>		<u>0.20</u>		<u>.8</u>
4. Presentation Quality	<u>4.5</u>		<u>0.20</u>		<u>.9</u>

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4 = Good

5 = Excellent

4.325

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LHA

**Vendor Presentations Scoring Criteria**

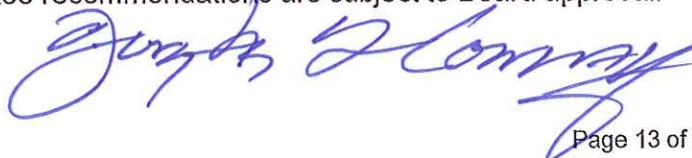
	Score	X	Weight	=	Rating
1. Qualifications and Experience	<u>5</u>		<u>0.30</u>		<u>1.5</u>
2. Approach to Tasks to be Performed	<u>4</u>		<u>0.30</u>		<u>1.2</u>
3. Client Reference	<u>4</u>		<u>0.20</u>		<u>0.8</u>
4. Presentation Quality	<u>5</u>		<u>0.20</u>		<u>1.0</u>
SCORE:					<u>(AD) 4.5</u>
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5 = Excellent					

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URS

**Vendor Presentations Scoring Criteria**

	Score	X	Weight	=	Rating
1. Qualifications and Experience	<u>5</u>		<u>0.30</u>		<u>1.5</u>
2. Approach to Tasks to be Performed	<u>5</u>		<u>0.30</u>		<u>1.5</u>
3. Client Reference	<u>5</u>		<u>0.20</u>		<u>1.0</u>
4. Presentation Quality	<u>5</u>		<u>0.20</u>		<u>1.0</u>
					<u>5.0</u>

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4 = Good

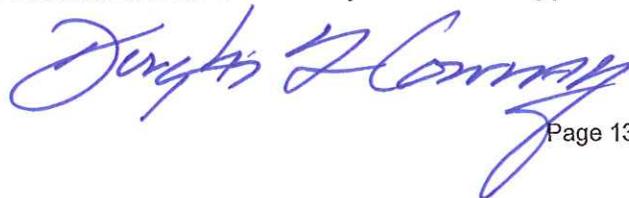
5 = Excellent

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*JE Herhoff*

**Vendor Presentations Scoring Criteria**

	Score	X	Weight	=	Rating
1. Qualifications and Experience	<u>4</u>		<u>0.30</u>		<u>1.2</u>
2. Approach to Tasks to be Performed	<u>3</u>		<u>0.30</u>		<u>.9</u>
3. Client Reference	<u>3</u>		<u>0.20</u>		<u>.6</u>
4. Presentation Quality	<u>4</u>		<u>0.20</u>		<u>.8</u>
					<u>3.5</u>

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*Sandra Howell*

Johnson -  
LAUX

**Vendor Presentations Scoring Criteria**

	Score	X	Weight	=	Rating
1. Qualifications and Experience	<u>3</u>		<u>0.30</u>		<u>.9</u>
2. Approach to Tasks to be Performed	<u>3</u>		<u>0.30</u>		<u>.9</u>
3. Client Reference	<u>3</u>		<u>0.20</u>		<u>.6</u>
4. Presentation Quality	<u>3</u>		<u>0.20</u>		<u>.6</u>
					<b>3.0</b>

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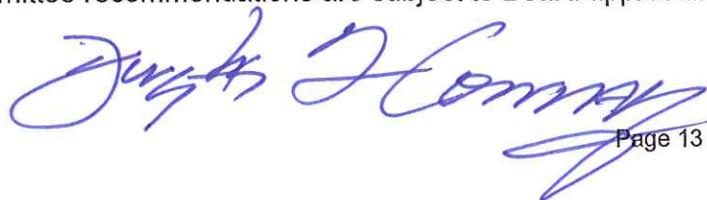
5 = Excellent

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URS

**Vendor Presentations Scoring Criteria**

	Score	X	Weight	=	Rating
1. Qualifications and Experience	5		0.30		1.5
2. Approach to Tasks to be Performed	5		0.30		1.5
3. Client Reference	5		0.20		1.0
4. Presentation Quality	5		0.20		1.0

SCORE:

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5.0

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*Scott Cottrell*  
13 July 11  
June 11

ZHA

**Vendor Presentations Scoring Criteria**

	Score	X	Weight	=	Rating
1. Qualifications and Experience	<u>5</u>		<u>0.30</u>		<u>1.5</u>
2. Approach to Tasks to be Performed	<u>5</u>		<u>0.30</u>		<u>1.5</u>
3. Client Reference	<u>2</u>		<u>0.20</u>		<u>0.4</u>
4. Presentation Quality	<u>5</u>		<u>0.20</u>		<u>1.0</u>
<b>SCORE:</b>					<u>4.4</u>
0 = Non-Responsive					
1 = Poor					
2 = Fair					
3 = Average (Included only minimum of what was asked for on subject criteria)					
4 = Good					
5 = Excellent					

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*Scott Cottrell*  
13 July 11  
June SA

Fetterhoff

**Vendor Presentations Scoring Criteria**

	Score	X	Weight	=	Rating
1. Qualifications and Experience	<u>5</u>		<u>0.30</u>		<u>1.5</u>
2. Approach to Tasks to be Performed	<u>5</u>		<u>0.30</u>		<u>1.5</u>
3. Client Reference	<u>2</u>		<u>0.20</u>		<u>.4</u>
4. Presentation Quality	<u>4</u>		<u>0.20</u>		<u>.8</u>
SCORE:					<u>4.2</u>
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*Scott Cottrell*  
12 Jun 11

*Johnson-Laux*

**Vendor Presentations Scoring Criteria**

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1. Qualifications and Experience	<u>4</u>		<u>0.30</u>		<u>1.2</u>
2. Approach to Tasks to be Performed	<u>4</u>		<u>0.30</u>		<u>1.2</u>
3. Client Reference	<u>2</u>		<u>0.20</u>		<u>.4</u>
4. Presentation Quality	<u>3</u>		<u>0.20</u>		<u>.6</u>

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