



**SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY**

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presentations. Immediately following the vendor presentations, the Selection Committee met to discuss the presentations and to review their individual scoring. Below are the final scores:

Kimley Horn	14.7875
WSP USA, Inc.	14.15
Cardno	13.1875
HDR Engineering, Inc.	11.7875

Based on the scoring, the Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to enter into contract negotiations with Kimley Horn and WSP USA, Inc.

The following items are attached: legal ad, qualifications opening meeting minutes from 8/11/2020, Selection Committee meeting minutes from 8/13/2020, and vendor presentation meeting minutes and Selection Committee from 8/17/2020.

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**Prepared by:    Becky Segrest**

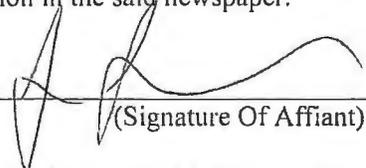
**Grammarly Check**

# The Villages® DAILY SUN

Published Daily  
Lady Lake, Florida  
State of Florida  
County Of Lake

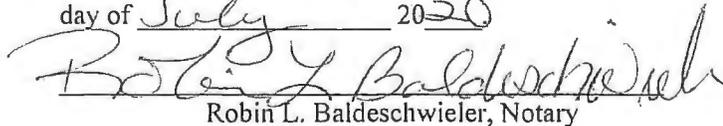
Before the undersigned authority personally appeared **Jackie Lancero**, who on oath says that she is Legal Ad Coordinator of the DAILY SUN, a daily newspaper published at Lady Lake in Lake County, Florida with circulation in Lake, Sumter and Marion Counties; that the attached copy of advertisement, being a Legal #00953666 in the matter of **NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ)** was published in said newspaper in the issues of **JULY 10, 2020**

Affiant further says that the said Daily Sun is a newspaper published at Lady Lake in said Lake County, Florida, and that the said newspaper has heretofore been continuously published in said Lake County, Florida each week and has been entered as second class mail matter at the post office in Lady Lake, in said Lake County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisements; and affiant further says that he has neither paid nor promised any person, firm, or Corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for Publication in the said newspaper.



(Signature Of Affiant)

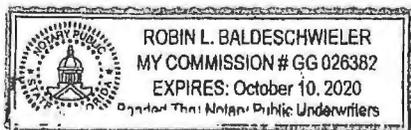
Sworn to and subscribed before me this 13 day of July 2020



Robin L. Baldeschwieler, Notary

Personally Known X or  
Production Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

Attach Notice Here:



**REQUEST FOR QUALIFICATIONS (RFQ)**  
Notice is hereby given that the Sumter County Board of County Commissioners (BOCC) will receive qualification packages for the following: "RFQ 030-0-2020/RS Sumter County Continuing Engineering Services".

RFQ information is available upon request by calling (352) 689-4400, by coming to Sumter County Purchasing Division, 319 E. Anderson Avenue, Bushnell, Florida 33513, or by contacting Demand Star at 1-800-711-1712 or www.DemandStar.com.

All inquiries and questions regarding this request for qualifications must be made only to the contact identified below and shall be made in writing by fax, e-mail, or mail:

Mrs. Becky Segrest, Assistant Purchasing Agent/Logistics Manager  
Mailing Address: 319 E. Anderson Avenue, Bushnell, Florida 33513  
E - m a i l : Becky.Segrest@sumtercountyfl.gov  
Fax: (352) 689-4401

The deadline for submission of questions relating to the RFQ shall be July 24, 2020 by 5:00 p.m. A copy of the RFQ must be obtained in order to view the items being requested by BOCC.

All RFQ packages are due by 1:30 p.m. on August 11, 2020 to the address listed above. Late submittals will not be opened. RFQ submittals must be clearly marked as: "RFQ 030-0-2020/RS Sumter County Continuing Engineering Services".

Upon submission, all RFQ packages will become the property of the BOCC, who has the right to use any or all ideas presented in any packages submitted in response to this RFQ, whether or not the RFQ is accepted. Qualification packages will be opened at 1:35 p.m. on August 11, 2020 in the Public Works Training Room located at 319 E. Anderson Avenue, Bushnell, Florida 33513.

The Selection Committee shall meet on August 13, 2020 at 11:30 a.m. in the Public Works Training Room located at 319 E. Anderson Avenue, Bushnell, Florida 33513 to review and discuss the qualification packages.

If deemed necessary, Vendor Presentations will be conducted on August 17, 2020 at 9:00 a.m. in the Public Works Training Room located at 319 E. Anderson Avenue, Bushnell, Florida 33513.

The Selection Committee's recommendation for contract negotiations will be presented to the BOCC on August 25, 2020.

**SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
SUMTER COUNTY, FLORIDA**

RFQ 030-0-2020/RS Sumter County Continuing Engineering Services – RFQ Opening Meeting Minutes

The meeting was held on 8/11/20 at 1:35 p.m. in the Training Room located at 319 E. Anderson Avenue, Bushnell, Florida 33513.

Becky Segrest, Assistant Purchasing Agent/Logistics Manager, Emilly Morrison, Purchasing Technician and Jackie Valdez, Purchasing Technician were present on behalf of the Purchasing Division.

Becky Segrest opened the meeting and read aloud the remaining RFQ dates as follows:

- Selection Committee meeting will be held on 8/13/20 at 11:30 a.m. in the Training Room at 319 E. Anderson Avenue, Bushnell, FL.
- Vendor Presentations, if deemed necessary, will be held on 8/17/2020 at 9:00 a.m. in the Training at 319 E. Anderson Avenue, Bushnell, FL.
- Recommendations to award and enter into contract will go to the Sumter County Board of County Commissioners on 8/25/2020.

Becky stated that all items on the Qualifications Document Checklist will be verified. If any items are omitted or found to be non-compliant then the Purchasing Agent will be notified and will determine if the RFQ is responsive or non-responsive.

Six (6) qualification packages were received on time and opened. The following RFQ requirements were verified as follows:

RFQ Requirements	WSP USA, Inc.	George F. Young, Inc.	Kimley Horn
One (1) original qualification package, clearly labeled "Original"	Included	Included	Included
RFQ Cover Page	Included	Included	Included
Certification/Addenda Acknowledgement Form	Included	Included	Included
Statement of General Terms and Conditions	Included	Included	Included
A sworn, notarized Statement of Experience and Personnel	Included	Included	Included
A sworn, notarized Drug Free Work Place Certificate	Included	Included	Included
A sworn, notarized Statement of Public Entity Crimes	Included	Included	Included
Anti-Collusion Statement	Included	Included	Included
Hold Harmless Agreement	Included	Included	Included
Three (3) printed copies and one (1) electronic copy	Included	Included	Included
E-Verify Certification Form	Included	Included	Included
Electronic signature page from the DHS MOU	Included	Missing	Included
Qualification Document Checklist	Included	Included	Included
Certificate of Insurability	Included	Included	Included

RFQ Requirements	HDR Engineering, Inc.	Cardno, Inc.	AIM Engineering & Surveying, Inc.
One (1) original qualification package, clearly labeled "Original"	Included	Included	Included
RFQ Cover Page	Included	Included	Included
Certification/Addenda Acknowledgement Form	Included	Included	Included
Statement of General Terms and Conditions	Included	Included	Included
A sworn, notarized Statement of Experience and Personnel	Included	Included	Included
A sworn, notarized Drug Free Work Place Certificate	Included	Included	Included
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E-Verify Certification Form	Included	Included	Included
Electronic signature page from the DHS MOU	Missing	Included	Missing
Qualification Document Checklist	Included	Included	Included
Certificate of Insurability	Included	Included	Included

George F. Young, Inc., HDR Engineering, Inc., and AIM Engineering & Surveying, Inc. were given 24 hours to provide the missing documents. All firms provided the documents and the documents were found to be in compliance with Sumter County requirements.

The meeting adjourned at 1:59 p.m.

### PART 3

#### QUALIFICATION DOCUMENTS CHECKLIST OF ITEMS REQUIRED TO BE SUBMITTED

The following documents and forms in the following arrangement must accompany each RFQ or alternate RFQ submitted:

**Documents that are mandatory and MUST accompany the submittal of the qualification package in order for the submission to be considered:**

- One (1) original qualification package, clearly labeled "Original"
- RFQ Cover Page. This is to be used as the first page of the RFQ. This form must be fully completed and signed by an authorized officer of the vendor.
- Proposer Certification / Addenda Acknowledgement Form
- Statement of General Terms and Conditions
- A sworn, notarized Statement of Contractor's Experience and Personnel
- A sworn, notarized Drug Free Work Place Certificate must accompany each qualification submittal or alternate submittal.
- A sworn, notarized Statement of Public Entity Crimes
- A separate sheet or sheets, clearly identified and numbered, of Exceptions or Deviations from the minimum specifications (if applicable).
- Anti-Collusion Statement
- Hold Harmless Agreement

**Documents that are required as part of the submittal but will be considered minor discrepancies if turned in within 24 business hours (Monday – Friday 8:00 a.m. to 5:00 p.m.) after opening of the RFQ package and are found to be in compliance with the purchasing standards of Sumter County:**

- Three (3) printed copies of the qualification package in its entirety; and one (1) electronic single PDF version not password protected of the original submitted qualification package in its entirety.
- E-Verify Certification Form
- Electronic signature page of the E-Verify Memorandum of Understanding from the Department of Homeland Security. This must be dated prior to the RFQ due date.
- Qualification Document Checklist of Items Required to be Submitted
- A Certificate of Insurability, acceptable to the County, shall accompany each submittal or alternate submittal, in the amounts as prescribed by State and Sumter County BOCC .
  - o All insurance policies shall be written on companies authorized to do business in the State of Florida and satisfactory to the Sumter County BOCC. Prior to commencing services pursuant to the award of this bid, the Contractor shall furnish to the Sumter County BOCC certificates of

② George F. Young, done.

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**SIGN – IN SHEET**

DATE: 8-11-20

TIME: 1:35 pm PWTR

BID/RFP/RFQ NAME: 030-0-2020/RS

- Pre-Bid/Proposal/Qualifications Meeting
- Bid/RFP/RFQ Opening
- Selection Committee Meeting
- Vendor Presentations / Selection Committee Meeting

**Please list all the companies you are representing beside your name.**

**NAME**

**COMPANY**

Becky Segrest	Bocc Purchasing
Sean Donahoe	AIM Eng : Surveying
Emilly Mervis	Bocc - Purchasing
<del>Mark Johnson</del>	Bocc - PW
Jackie Valdez	Bocc Purchasing

Selection Committee Meeting Minutes for RFQ 030-0-2020/RS Sumter County Continuing Engineering Services.

The meetings were held on 8/13/2020 starting at 11:30 a.m. in the Public Works Training Room located at 319 E. Anderson Avenue, Bushnell, FL. 33513.

Mike Jara, Assistant Public Works Director – Facilities and Parks, Shailesh Patel, Assistant Public Works Director – Construction, Engineering and Inspections, and Steven Cohoon, Engineer were present on behalf of the Selection Committee.

Becky Segrest, Assistant Purchasing Agent and Logistics Manager, Emily Morrison, Purchasing Technician, and Jackie Valdez, Purchasing Technician were present on behalf of the Purchasing Division.

Becky announced that if deemed necessary, vendor presentations will be held August 17, 2020 starting at 9:00 a.m. in the Public Works Training Room. The final recommendation of the Selection Committee will go to the Sumter County Board of County Commissioners (BOCC) for award and to enter into contract negotiations on 8/25/2020.

The Selection Committee submitted their scoring of the RFQ submittals as follows:

<b>Committee Member</b>	<b>Kimley Horn</b>	<b>HDR Engineering, Inc.</b>	<b>Cardno</b>	<b>WSP USA, Inc.</b>	<b>AIM Engineering</b>	<b>George F. Young, Inc.</b>
Mike Jara	4.50	4.75	3.50	3.00	4.00	3.00
Shailesh Patel	5.00	4.2375	4.875	4.7375	4.1125	4.5625
Steven Cohoon	5.00	4.825	4.925	5.00	4.40	4.00
<b>TOTAL</b>	<b>14.50</b>	<b>13.8125</b>	<b>13.30</b>	<b>12.7375</b>	<b>12.5125</b>	<b>11.5625</b>

The Selection Committee agreed that vendor presentations were necessary for the top four scoring firms. Due to travel restrictions and concerns as a result of COVID-19, vendor presentations would be offered using a virtual platform for those impacted.

The meeting adjourned at 12:12 p.m.

*Kimley-Horn  
Muller  
08-13-20*

**PART 2  
EVALUATION AND AWARD**

**RFQ EVALUATION**

This Request for Qualification includes following all the procedures in this document and sending the sealed RFQ information to the Sumter County BOCC by the due date and time. Once RFQ's are received, the Selection Committee members will independently review each submittal and score each RFQ based on the evaluation criteria. All RFQ's received in accordance with this Request for Qualification will be evaluated using the following criteria.

**Scoring for all RFQ's**

	Score	X	Weight	=	Rating
1. Capability of the Consultant team to perform all aspects of the services required.	<u>4.5</u>		<u>.25</u>		<u>1.125</u>
2. Qualifications and experience of key personnel (Consultant and Sub-Consultant) with similar projects and services.	<u>4.5</u>		<u>.25</u>		<u>1.125</u>
3. Relevant experience in comparable services for a Public Entity.	<u>4.5</u>		<u>.20</u>		<u>.90</u>
4. Submittal quality and completeness of qualifications package.	<u>4.5</u>		<u>.30</u>		<u>1.35</u>
Total					<u>4.50</u>
SCORE:					<i>B Secret</i>
0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent					

Once the Selection Committee has independently scored all RFQ submissions using the scoring criteria listed above, scores will be tallied to determine if Consultant presentations are necessary. Consultant presentations are usually held if the scores are tied or very close. This determination is solely up to the Selection Committee. If presentations are not necessary, the Consultant that receives the highest number of points collectively from all Selection Committee members will be selected for nomination to the BOCC for the contract award.

If Consultant presentations are deemed necessary, the Consultants will be contacted to schedule their presentations. Presentations will be a total of 45 minutes. Each consultant will have up to 30 minutes for their presentation and 15 minutes for questions and answers with the Selection Committee. Presentations will be timed and terminated if they extend beyond 30 minutes. Consultant presentations meetings will not be open to the public per F.S. 119.071 relating to House Bill 7223.

Sumter County will provide a projector and a projector screen. All other equipment or hand-outs must be provided by the presenting Consultant. If a Consultant does bring handouts a total of four (4) copies are

Kindy Horn

FORM 5  
ILLUSTRATIVE WORK

Provide an example(s) of work by the firm, joint venture members, or outside key consultants, which best illustrate current qualifications relevant to Sumter County needs. All projects should have been accomplished by personnel that will be assigned to Sumter County. List no fewer than three nor more than ten projects.

Project Name & Location: <sup>Low Jet</sup> ✓ ✓

Project Manager: ? ✓

Project owners name & address: ? ✓

Completion date (actual or estimated): ? ✓

Estimated cost (In thousands): ? ✓

Project owner's contact person, title, & telephone number: ?

Project description: ✓

Work for which firm was/is responsible: ? ✓

Scope of the entire project: ✓

Nature of the firm's responsibility in the project: ✓

Firm's personnel (name/project assignment) that worked on the stated project that shall be assigned to the County's project.

Include the quality assurance and quality control (QA/QC) plan for at least one project. This may be project specific or a standard templet. The intent of this requirement is to allow the selection committee members to understand the firms QA/QC practices. *Provided section 5*

Include one plan set, with an accompanying cost estimate and pictures, that addresses one or more items detailed in Part 5, Scope Of Services.

*Listed exactly as requested*

8/13/20  
 Shailesh Patel  
 kimly - Horn

**PART 2  
 EVALUATION AND AWARD**

**RFQ EVALUATION**

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**Scoring for all RFQ's**

	Score	X	Weight	=	Rating
1. Capability of the Consultant team to perform all aspects of the services required.	<u>5</u>		<u>.25</u>		<u>1.25</u>
2. Qualifications and experience of key personnel (Consultant and Sub-Consultant) with similar projects and services.	<u>5</u>		<u>.25</u>		<u>1.25</u>
3. Relevant experience in comparable services for a Public Entity.	<u>5</u>		<u>.20</u>		<u>1.0</u>
4. Submittal quality and completeness of qualifications package.	<u>5</u>		<u>.30</u>		<u>1.5</u>
Total					<u>5</u>

*B. Sequest*

**SCORE:**

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

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KH  
*[Signature]*  
 8/13/20

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1. Capability of the Consultant team to perform all aspects of the services required.	<u>5</u>		<u>.25</u>		<u>1.25</u>
2. Qualifications and experience of key personnel (Consultant and Sub-Consultant) with similar projects and services.	<u>5</u>		<u>.25</u>		<u>1.25</u>
3. Relevant experience in comparable services for a Public Entity.	<u>5</u>		<u>.20</u>		<u>1</u>
4. Submittal quality and completeness of qualifications package.	<u>5</u>		<u>.30</u>		<u>1.5</u>
Total					<u>5</u>

*B. Sequest*

**SCORE:**

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

Once the Selection Committee has independently scored all RFQ submissions using the scoring criteria listed above, scores will be tallied to determine if Consultant presentations are necessary. Consultant presentations are usually held if the scores are tied or very close. This determination is solely up to the Selection Committee. If presentations are not necessary, the Consultant that receives the highest number of points collectively from all Selection Committee members will be selected for nomination to the BOCC for the contract award.

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Sumter County will provide a projector and a projector screen. All other equipment or hand-outs must be provided by the presenting Consultant. If a Consultant does bring handouts a total of four (4) copies are

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M...  
08-13-20

**PART 2  
EVALUATION AND AWARD**

**RFQ EVALUATION**

This Request for Qualification includes following all the procedures in this document and sending the sealed RFQ information to the Sumter County BOCC by the due date and time. Once RFQ's are received, the Selection Committee members will independently review each submittal and score each RFQ based on the evaluation criteria. All RFQ's received in accordance with this Request for Qualification will be evaluated using the following criteria.

**Scoring for all RFQ's**

	Score	X	Weight	=	Rating
1. Capability of the Consultant team to perform all aspects of the services required.	<u>4.75</u>		<u>.25</u>		<u>1.1875</u>
2. Qualifications and experience of key personnel (Consultant and Sub-Consultant) with similar projects and services.	<u>4.75</u>		<u>.25</u>		<u>1.1875</u>
3. Relevant experience in comparable services for a Public Entity.	<u>4.75</u>		<u>.20</u>		<u>.95</u>
4. Submittal quality and completeness of qualifications package.	<u>4.75</u>		<u>.30</u>		<u>1.425</u>
Total					<u>4.75</u> @. Morrison

SCORE:

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

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8/13/20  
Shailesh Patel  
HDR

**PART 2  
EVALUATION AND AWARD**

**RFQ EVALUATION**

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Scoring for all RFQ's

	Score	X	Weight	=	Rating
1. Capability of the Consultant team to perform all aspects of the services required.	<u>4.5</u>		<u>.25</u>		<u>1.125</u>
2. Qualifications and experience of key personnel (Consultant and Sub-Consultant) with similar projects and services.	<u>4.25</u>		<u>.25</u>		<u>1.0625</u>
3. Relevant experience in comparable services for a Public Entity.	<u>4.25</u>		<u>.20</u>		<u>0.85</u>
4. Submittal quality and completeness of qualifications package.	<u>4.0</u>		<u>.30</u>		<u>1.2</u>
<b>Total</b>					<u>4.2375</u>

*B. Segrest*

**SCORE:**

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HDR  
*[Signature]*  
 8/13/20

**PART 2  
 EVALUATION AND AWARD**

**RFQ EVALUATION**

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**Scoring for all RFQ's**

	Score	X	Weight	=	Rating
1. Capability of the Consultant team to perform all aspects of the services required.	<u>4.5</u>		<u>.25</u>		<u>1.125</u>
2. Qualifications and experience of key personnel (Consultant and Sub-Consultant) with similar projects and services.	<u>5</u>		<u>.25</u>		<u>1.25</u>
3. Relevant experience in comparable services for a Public Entity.	<u>4.75</u>		<u>.20</u>		<u>.95</u>
4. Submittal quality and completeness of qualifications package.	<u>5</u>		<u>.30</u>		<u>1.5</u>
<b>Total</b>					<u><b>4.825</b></u>

*B Segrest*

**SCORE:**

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

Once the Selection Committee has independently scored all RFQ submissions using the scoring criteria listed above, scores will be tallied to determine if Consultant presentations are necessary. Consultant presentations are usually held if the scores are tied or very close. This determination is solely up to the Selection Committee. If presentations are not necessary, the Consultant that receives the highest number of points collectively from all Selection Committee members will be selected for nomination to the BOCC for the contract award.

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Sumter County will provide a projector and a projector screen. All other equipment or hand-outs must be provided by the presenting Consultant. If a Consultant does bring handouts a total of four (4) copies are

HDR

FORM 5  
ILLUSTRATIVE WORK

Provide an example(s) of work by the firm, joint venture members, or outside key consultants, which best illustrate current qualifications relevant to Sumter County needs. All projects should have been accomplished by personnel that will be assigned to Sumter County. List no fewer than three nor more than ten projects.

Project Name & Location: ✓

Project Manager: ✓

Project owners name & address: ✓

Completion date (actual or estimated): ✓

Estimated cost (In thousands):

Project owner's contact person, title, & telephone number: ? ✓

Project description: ✓

Work for which firm was/is responsible: ✓

Scope of the entire project: ✓

Nature of the firm's responsibility in the project: ✓

Firm's personnel (name/project assignment) that worked on the stated project that shall be assigned to the County's project.

Include the quality assurance and quality control (QA/QC) plan for at least one project. This may be project specific or a standard templet. The intent of this requirement is to allow the selection committee members to understand the firms QA/QC practices. *included section 5*

Include one plan set, with an accompanying cost estimate and pictures, that addresses one or more items detailed in Part 5, Scope Of Services.

*M. D. ...*  
*08-13-20*

*Card*

**PART 2  
 EVALUATION AND AWARD**

**RFQ EVALUATION**

This Request for Qualification includes following all the procedures in this document and sending the sealed RFQ information to the Sumter County BOCC by the due date and time. Once RFQ's are received, the Selection Committee members will independently review each submittal and score each RFQ based on the evaluation criteria. All RFQ's received in accordance with this Request for Qualification will be evaluated using the following criteria.

**Scoring for all RFQ's**

	Score	X	Weight	=	Rating
1. Capability of the Consultant team to perform all aspects of the services required.	<u>3.5</u>		<u>.25</u>		<u>.875</u>
2. Qualifications and experience of key personnel (Consultant and Sub-Consultant) with similar projects and services.	<u>3.5</u>		<u>.25</u>		<u>.875</u>
3. Relevant experience in comparable services for a Public Entity.	<u>3.5</u>		<u>.20</u>		<u>0.7</u>
4. Submittal quality and completeness of qualifications package.	<u>3.5</u>		<u>.30</u>		<u>1.05</u>
Total					<u>3.5</u>

*E. Morrison*

**SCORE:**

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

Once the Selection Committee has independently scored all RFQ submissions using the scoring criteria listed above, scores will be tallied to determine if Consultant presentations are necessary. Consultant presentations are usually held if the scores are tied or very close. This determination is solely up to the Selection Committee. If presentations are not necessary, the Consultant that receives the highest number of points collectively from all Selection Committee members will be selected for nomination to the BOCC for the contract award.

If Consultant presentations are deemed necessary, the Consultants will be contacted to schedule their presentations. Presentations will be a total of 45 minutes. Each consultant will have up to 30 minutes for their presentation and 15 minutes for questions and answers with the Selection Committee. Presentations will be timed and terminated if they extend beyond 30 minutes. Consultant presentations meetings will not be open to the public per F.S. 119.071 relating to House Bill 7223.

Sumter County will provide a projector and a projector screen. All other equipment or hand-outs must be provided by the presenting Consultant. If a Consultant does bring handouts a total of four (4) copies are

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### FORM 5 ILLUSTRATIVE WORK

Provide an example(s) of work by the firm, joint venture members, or outside key consultants, which best illustrate current qualifications relevant to Sumter County needs. All projects should have been accomplished by personnel that will be assigned to Sumter County. List no fewer than three nor more than ten projects.

Project Name & Location: ✓

Project Manager: ✓✓

Project owners name & address: ✓✓

Completion date (actual or estimated): 2 ✓

Estimated cost (In thousands): 2 ✓

Project owner's contact person, title, & telephone number: ✓

Project description: ✓

Work for which firm was/is responsible: ✓

Scope of the entire project: 2 ✓

Nature of the firm's responsibility in the project: 2 ✓

Firm's personnel (name/project assignment) that worked on the stated project that shall be assigned to the County's project.

Include the quality assurance and quality control (QA/QC) plan for at least one project. This may be project specific or a standard templet. The intent of this requirement is to allow the selection committee members to understand the firms QA/QC practices. 2 included

Include one plan set, with an accompanying cost estimate and pictures, that addresses one or more items detailed in Part 5, Scope Of Services. 2

8/13/20  
 Shailesh Patel  
 Carolno

**PART 2  
 EVALUATION AND AWARD**

**RFQ EVALUATION**

This Request for Qualification includes following all the procedures in this document and sending the sealed RFQ information to the Sumter County BOCC by the due date and time. Once RFQ's are received, the Selection Committee members will independently review each submittal and score each RFQ based on the evaluation criteria. All RFQ's received in accordance with this Request for Qualification will be evaluated using the following criteria.

Scoring for all RFQ's

	Score	X	Weight	=	Rating
1. Capability of the Consultant team to perform all aspects of the services required.	<u>5</u>		<u>.25</u>		<u>1.25</u>
2. Qualifications and experience of key personnel (Consultant and Sub-Consultant) with similar projects and services.	<u>5</u>		<u>.25</u>		<u>1.25</u>
3. Relevant experience in comparable services for a Public Entity.	<u>4.75</u>		<u>.20</u>		<u>0.95</u>
4. Submittal quality and completeness of qualifications package.	<u>4.75</u>		<u>.30</u>		<u>1.425</u>
Total					<u>4.875</u>

*E. Merish*

SCORE:

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

Once the Selection Committee has independently scored all RFQ submissions using the scoring criteria listed above, scores will be tallied to determine if Consultant presentations are necessary. Consultant presentations are usually held if the scores are tied or very close. This determination is solely up to the Selection Committee. If presentations are not necessary, the Consultant that receives the highest number of points collectively from all Selection Committee members will be selected for nomination to the BOCC for the contract award.

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Sumter County will provide a projector and a projector screen. All other equipment or hand-outs must be provided by the presenting Consultant. If a Consultant does bring handouts a total of four (4) copies are

Cardno  
*[Signature]*  
8/13/20

## PART 2 EVALUATION AND AWARD

### RFQ EVALUATION

This Request for Qualification includes following all the procedures in this document and sending the sealed RFQ information to the Sumter County BOCC by the due date and time. Once RFQ's are received, the Selection Committee members will independently review each submittal and score each RFQ based on the evaluation criteria. All RFQ's received in accordance with this Request for Qualification will be evaluated using the following criteria.

### Scoring for all RFQ's

	Score	X	Weight	=	Rating
1. Capability of the Consultant team to perform all aspects of the services required.	<u>5</u>		<u>.25</u>		<u>1.25</u>
2. Qualifications and experience of key personnel (Consultant and Sub-Consultant) with similar projects and services.	<u>5</u>		<u>.25</u>		<u>1.25</u>
3. Relevant experience in comparable services for a Public Entity.	<u>5</u>		<u>.20</u>		<u>1</u>
4. Submittal quality and completeness of qualifications package.	<u>4.75</u>		<u>.30</u>		<u>1.425</u>
Total					<u>4.925</u>

SCORE:

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

*E. Morrison*

Once the Selection Committee has independently scored all RFQ submissions using the scoring criteria listed above, scores will be tallied to determine if Consultant presentations are necessary. Consultant presentations are usually held if the scores are tied or very close. This determination is solely up to the Selection Committee. If presentations are not necessary, the Consultant that receives the highest number of points collectively from all Selection Committee members will be selected for nomination to the BOCC for the contract award.

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*WSP*  
*08-13-10*

**PART 2  
 EVALUATION AND AWARD**

**RFQ EVALUATION**

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**Scoring for all RFQ's**

	Score	X	Weight	=	Rating
1. Capability of the Consultant team to perform all aspects of the services required.	<u>3</u>		<u>.25</u>		<u>.75</u>
2. Qualifications and experience of key personnel (Consultant and Sub-Consultant) with similar projects and services.	<u>3</u>		<u>.25</u>		<u>.75</u>
3. Relevant experience in comparable services for a Public Entity.	<u>3</u>		<u>.20</u>		<u>.6</u>
4. Submittal quality and completeness of qualifications package.	<u>3</u>		<u>.30</u>		<u>.9</u>
<b>Total</b>					<u>3</u>

*E. Merwin*

**SCORE:**

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8/13/20  
 Shailesh Patel  
 WSP

**PART 2  
 EVALUATION AND AWARD**

**RFQ EVALUATION**

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Scoring for all RFQ's

	Score	X	Weight	=	Rating
1. Capability of the Consultant team to perform all aspects of the services required.	<u>5</u>		<u>.25</u>		<u>1.25</u>
2. Qualifications and experience of key personnel (Consultant and Sub-Consultant) with similar projects and services.	<u>4.75</u>		<u>.25</u>		<u>1.1875</u>
3. Relevant experience in comparable services for a Public Entity.	<u>4.75</u>		<u>.20</u>		<u>0.95</u>
4. Submittal quality and completeness of qualifications package.	<u>4.5</u>		<u>.30</u>		<u>1.35</u>
Total					<u>4.7375</u>

*Shalesh Patel*

SCORE:

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*[Signature]*  
 8/13/20

**PART 2  
 EVALUATION AND AWARD**

**RFQ EVALUATION**

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**Scoring for all RFQ's**

	Score	X	Weight	=	Rating
1. Capability of the Consultant team to perform all aspects of the services required.	<u>5</u>		<u>.25</u>		<u>1.25</u>
2. Qualifications and experience of key personnel (Consultant and Sub-Consultant) with similar projects and services.	<u>5</u>		<u>.25</u>		<u>1.25</u>
3. Relevant experience in comparable services for a Public Entity.	<u>5</u>		<u>.20</u>		<u>1</u>
4. Submittal quality and completeness of qualifications package.	<u>5</u>		<u>.30</u>		<u>1.5</u>
<b>Total</b>					<u><b>5</b></u>

*B. Segrest*

**SCORE:**

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*AIM  
M. Miller  
08-13-20*

**PART 2  
EVALUATION AND AWARD**

**RFQ EVALUATION**

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**Scoring for all RFQ's**

	Score	X	Weight	=	Rating
1. Capability of the Consultant team to perform all aspects of the services required.	<u>4</u>		<u>.25</u>		<u>1</u>
2. Qualifications and experience of key personnel (Consultant and Sub-Consultant) with similar projects and services.	<u>4</u>		<u>.25</u>		<u>1</u>
3. Relevant experience in comparable services for a Public Entity.	<u>4</u>		<u>.20</u>		<u>.8</u>
4. Submittal quality and completeness of qualifications package.	<u>4</u>		<u>.30</u>		<u>1.2</u>
<b>Total</b>					<u>4</u>

*E. Marish*

**SCORE:**

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FORM 5  
ILLUSTRATIVE WORK

Provide an example(s) of work by the firm, joint venture members, or outside key consultants, which best illustrate current qualifications relevant to Sumter County needs. All projects should have been accomplished by personnel that will be assigned to Sumter County. List no fewer than three nor more than ten projects.

Project Name & Location: ✓✓

Project Manager: ?

Project owners name & address: ✓

Completion date (actual or estimated): ?✓

Estimated cost (In thousands): ?✓

Project owner's contact person, title, & telephone number: ? ?

Project description: ✓✓

Work for which firm was/is responsible: ?✓

Scope of the entire project: ?

Nature of the firm's responsibility in the project: ?

Firm's personnel (name/project assignment) that worked on the stated project that shall be assigned to the County's project.

Include the quality assurance and quality control (QA/QC) plan for at least one project. This may be project specific or a standard templet. The intent of this requirement is to allow the selection committee members to understand the firms QA/QC practices.

Yes provided plan

Include one plan set, with an accompanying cost estimate and pictures, that addresses one or more items detailed in Part 5, Scope Of Services.

8/13/20  
 SLailesh Patel  
 AFM

**PART 2  
 EVALUATION AND AWARD**

**RFQ EVALUATION**

This Request for Qualification includes following all the procedures in this document and sending the sealed RFQ information to the Sumter County BOCC by the due date and time. Once RFQ's are received, the Selection Committee members will independently review each submittal and score each RFQ based on the evaluation criteria. All RFQ's received in accordance with this Request for Qualification will be evaluated using the following criteria.

Scoring for all RFQ's

	Score	X	Weight	=	Rating
1. Capability of the Consultant team to perform all aspects of the services required.	<u>4.25</u>		<u>.25</u>		<u>1.0625</u>
2. Qualifications and experience of key personnel (Consultant and Sub-Consultant) with similar projects and services.	<u>4.0</u>		<u>.25</u>		<u>1.0</u>
3. Relevant experience in comparable services for a Public Entity.	<u>4.25</u>		<u>.20</u>		<u>0.85</u>
4. Submittal quality and completeness of qualifications package.	<u>4.0</u>		<u>.30</u>		<u>1.2</u>
Total					<u>4.1125</u>

*E. Marquis*

SCORE:

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

Once the Selection Committee has independently scored all RFQ submissions using the scoring criteria listed above, scores will be tallied to determine if Consultant presentations are necessary. Consultant presentations are usually held if the scores are tied or very close. This determination is solely up to the Selection Committee. If presentations are not necessary, the Consultant that receives the highest number of points collectively from all Selection Committee members will be selected for nomination to the BOCC for the contract award.

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Sumter County will provide a projector and a projector screen. All other equipment or hand-outs must be provided by the presenting Consultant. If a Consultant does bring handouts a total of four (4) copies are

AIM  
Stamps  
8/13/20

## PART 2 EVALUATION AND AWARD

### RFQ EVALUATION

This Request for Qualification includes following all the procedures in this document and sending the sealed RFQ information to the Sumter County BOCC by the due date and time. Once RFQ's are received, the Selection Committee members will independently review each submittal and score each RFQ based on the evaluation criteria. All RFQ's received in accordance with this Request for Qualification will be evaluated using the following criteria.

### Scoring for all RFQ's

	Score	X	Weight	=	Rating
1. Capability of the Consultant team to perform all aspects of the services required.	4		.25		1
2. Qualifications and experience of key personnel (Consultant and Sub-Consultant) with similar projects and services.	5		.25		1.25
3. Relevant experience in comparable services for a Public Entity.	4		.20		0.8
4. Submittal quality and completeness of qualifications package.	4.5		.30		1.35
<b>Total</b>					<b>4.4</b>

*E. Morrison*

**SCORE:**

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

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*Steven P. [unclear]*  
9/13/29

**AIM**

The firm may not be able to provide the following if an FDOT design project is requested for the following

group 4 (Bridges)

group 6 (traffic engineering studies)

group 7.2 & 7.3 (lighting signalization design)

4

The staff has had experience with all critical elements (bridge, ATMS, roadway, drainage, studies)

5

4 more emphasis on Bridges and Signalization

More experience with Bridges, lighting, and signal design. lighting, signal, bridge, OPC and pictures

4.5

**Cardno**

Certified in 2,3,4,5,6,7,10, and 13

5

The staff has experience in all critical elements

5

Vast range of comparable services

5

Post design and Claim assistance?

4.75

~~HDR~~  
~~HNTB~~

Capability- quality control and design was a concern in referenced Sumter County Projects " illustrative work section."

4.5

The staff has experience in all critical elements

5

Same as above, Sumter County Projects " illustrative work section."

4.75

Completeness

5

*George F. Young*  
*Michael Hill*

*08-17-20*

**PART 2  
 EVALUATION AND AWARD**

**RFQ EVALUATION**

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**Scoring for all RFQ's**

	Score	X	Weight	=	Rating
1. Capability of the Consultant team to perform all aspects of the services required.	<u>3</u>		<u>.25</u>		<u>.75</u>
2. Qualifications and experience of key personnel (Consultant and Sub-Consultant) with similar projects and services.	<u>3</u>		<u>.25</u>		<u>.75</u>
3. Relevant experience in comparable services for a Public Entity.	<u>3</u>		<u>.20</u>		<u>.60</u>
4. Submittal quality and completeness of qualifications package.	<u>3</u>		<u>.30</u>		<u>.90</u>
Total					<u>3.00</u>
					<i>B Sequest</i>
SCORE:					
0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent					

Once the Selection Committee has independently scored all RFQ submissions using the scoring criteria listed above, scores will be tallied to determine if Consultant presentations are necessary. Consultant presentations are usually held if the scores are tied or very close. This determination is solely up to the Selection Committee. If presentations are not necessary, the Consultant that receives the highest number of points collectively from all Selection Committee members will be selected for nomination to the BOCC for the contract award.

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George F. Young

## FORM 5 ILLUSTRATIVE WORK

Provide an example(s) of work by the firm, joint venture members, or outside key consultants, which best illustrate current qualifications relevant to Sumter County needs. All projects should have been accomplished by personnel that will be assigned to Sumter County. List no fewer than three nor more than ten projects.

Project Name & Location: ✓

Project Manager: ✓

Project owners name & address: ✓

Completion date (actual or estimated): ?

Estimated cost (In thousands): ?

Project owner's contact person, title, & telephone number: ✓

Project description: ?

Work for which firm was/is responsible: ?

Scope of the entire project: ?

Nature of the firm's responsibility in the project: ?

Firm's personnel (name/project assignment) that worked on the stated project that shall be assigned to the County's project. ✓

Include the quality assurance and quality control (QA/QC) plan for at least one project. This may be project specific or a standard templet. The intent of this requirement is to allow the selection committee members to understand the firms QA/QC practices. ✓

Include one plan set, with an accompanying cost estimate and pictures, that addresses one or more items detailed in Part 5, Scope Of Services.

8/13/20  
Shailesh Patel  
George F. Young

**PART 2  
EVALUATION AND AWARD**

**RFQ EVALUATION**

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Scoring for all RFQ's

	Score	X	Weight	=	Rating
1. Capability of the Consultant team to perform all aspects of the services required.	<u>4.75</u>		<u>.25</u>		<u>1.1875</u>
2. Qualifications and experience of key personnel (Consultant and Sub-Consultant) with similar projects and services.	<u>4.5</u>		<u>.25</u>		<u>1.125</u>
3. Relevant experience in comparable services for a Public Entity.	<u>4.5</u>		<u>.20</u>		<u>0.9</u>
4. Submittal quality and completeness of qualifications package.	<u>4.5</u>		<u>.30</u>		<u>1.35</u>
<b>Total</b>					<u>4.5625</u>

*Emily Morrison*

**SCORE:**

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

Once the Selection Committee has independently scored all RFQ submissions using the scoring criteria listed above, scores will be tallied to determine if Consultant presentations are necessary. Consultant presentations are usually held if the scores are tied or very close. This determination is solely up to the Selection Committee. If presentations are not necessary, the Consultant that receives the highest number of points collectively from all Selection Committee members will be selected for nomination to the BOCC for the contract award.

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*George F y*  
*[Signature]*  
 8/13/20

**PART 2  
 EVALUATION AND AWARD**

**RFQ EVALUATION**

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**Scoring for all RFQ's**

	Score	X	Weight	=	Rating
1. Capability of the Consultant team to perform all aspects of the services required.	<u>4</u>		<u>.25</u>		<u>1</u>
2. Qualifications and experience of key personnel (Consultant and Sub-Consultant) with similar projects and services.	<u>4</u>		<u>.25</u>		<u>1</u>
3. Relevant experience in comparable services for a Public Entity.	<u>4</u>		<u>.20</u>		<u>0.8</u>
4. Submittal quality and completeness of qualifications package.	<u>4</u>		<u>.30</u>		<u>1.2</u>
<b>Total</b>					<u>4</u>

*Emily Meriser*

**SCORE:**

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Sumter County will provide a projector and a projector screen. All other equipment or hand-outs must be provided by the presenting Consultant. If a Consultant does bring handouts a total of four (4) copies are

*Steven Shea*  
8/13/20

**George F Young**

The below services were mentioned in the proposal, but the consultant is not FDOT certified in the following which may affect their ability to perform services

Certified in 3.1, 6.1, 7.1, 7.2, 8, 10, 13, 15.

Not cert in

group 4 (Bridges)

group 6.3 would also be beneficial

4

The staff has experience in most critical elements (more experience with ITS and signal design may be beneficial)

4

Same as above

4

Same as above

4

**WSP**

Certified in 2,3,4,5,6,7,9,10,11,13,and 14

5

The staff has experience in all critical elements

5

a vast range of comparable services

5

Completeness

5

**Kimley- Horn**

Certified in 2,3,4,5,6,7 ,10,11,13,and 15

5

The staff has experience in all critical elements

5

a vast range of comparable services

5

Completeness

5



Vendor Presentations and Selection Committee Meeting Minutes for RFQ 030-0-2020/RS Sumter County Continuing Engineering Services

The meetings were held on 8/17/20 starting at 9:00 a.m. in the Training Room located at 319 E. Anderson Avenue, Bushnell, FL 33513.

Shailesh Patel, Assistant Public Works Director, Mike Jara, Assistant Public Works Director, and Steven Cohoon, Engineer, were present on behalf of the Selection Committee.

Becky Segrest, Assistant Purchasing Agent and Logistics Manager, Emilly Morrison, Purchasing Technician, and Jackie Valdez, Purchasing Technician were present on behalf of the Purchasing Division.

Becky announced that the recommendation of the Selection Committee will go to the Sumter County Board of County Commissioners (BOCC) for award and to enter into contract negotiations on 8/25/20.

Becky turned the meeting over to the vendor for the first presentation. Once all four presentations were complete, a Selection Committee Meeting was held. After the presentations were discussed, the Presentation Evaluation Forms were submitted and the scoring was as follows:

<b>Committee Member</b>	<b>Kimley Horn</b>	<b>WSP USA, Inc.</b>	<b>Cardno</b>	<b>HDR Engineering, Inc.</b>
Steven Cohoon	5.00	5.00	4.30	3.75
Shailesh Patel	4.9375	4.90	4.8875	4.2625
Mike Jara	4.85	4.25	4.00	3.775
<b>TOTAL</b>	<b>14.7875</b>	<b>14.15</b>	<b>13.1875</b>	<b>11.7875</b>

The Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to enter into contract negotiations with Kimley Horn and WSP USA, Inc.

The presentations/Selection Committee meeting adjourned at 1:22 p.m.

K-11  
*[Signature]*  
8/17/20

The scoring criteria listed below will be used by the Selection Committee to score consultant presentations and are as follows:

**Consultant Presentations Evaluation Scoring Criteria**

	Score	X	Weight	=	Rating
1. Thoroughness of coverage of relevant material.	<u>5</u>		<u>.45</u>		<u>2.25</u>
2. Organization and timing of presentation.	<u>5</u>		<u>.15</u>		<u>.75</u>
3. Communication skill of the presenter(s).	<u>5</u>		<u>.15</u>		<u>.75</u>
4. Ability to respond to Committee member inquiries.	<u>5</u>		<u>.25</u>		<u>1.25</u>
Total					<u>5</u>

SCORE:

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

*E. Mowser*

Once the Selection Committee has scored the individual/consultant(s) presentations, the score sheets will be tallied and the highest ranking consultant will be recommended for award to the Sumter County Board of County Commissioners and to enter into contract negotiations. This ranking is solely based on the scores from the presentations, and previous evaluation scores are not included.

Anyone attempting to lobby the Sumter County BOCC representatives on the selection committee may be disqualified.

**QUALIFICATION AWARD**

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 firm(s) determined by to Sumter County to be the most highly qualified. All Selection Committee recommendations are subject to BOCC approval.

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Shailesh Patel

8/17/20

Kimley-Horn

The scoring criteria listed below will be used by the Selection Committee to score consultant presentations and are as follows:

**Consultant Presentations Evaluation Scoring Criteria**

	Score	X	Weight	=	Rating
1. Thoroughness of coverage of relevant material.	<u>5</u>		<u>.45</u>		<u>2.25</u>
2. Organization and timing of presentation.	<u>5</u>		<u>.15</u>		<u>0.75</u>
3. Communication skill of the presenter(s).	<u>5</u>		<u>.15</u>		<u>0.75</u>
4. Ability to respond to Committee member inquiries.	<u>4.75</u>		<u>.25</u>		<u>1.1875</u>
Total					<u>4.9375</u>

*E. Morrison*

SCORE:

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

Once the Selection Committee has scored the individual/consultant(s) presentations, the score sheets will be tallied and the highest ranking consultant will be recommended for award to the Sumter County Board of County Commissioners and to enter into contract negotiations. This ranking is solely based on the scores from the presentations, and previous evaluation scores are not included.

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required.

*Kevin - Horn*  
*05-17-20*  
*[Signature]*

The scoring criteria listed below will be used by the Selection Committee to score consultant presentations and are as follows:

**Consultant Presentations Evaluation Scoring Criteria**

	Score	X	Weight	=	Rating
1. Thoroughness of coverage of relevant material.	<u>5.0</u>		<u>.45</u>		<u>2.25</u>
2. Organization and timing of presentation.	<u>4</u>		<u>.15</u>		<u>0.6</u>
3. Communication skill of the presenter(s).	<u>5</u>		<u>.15</u>		<u>1.75</u>
4. Ability to respond to Committee member inquiries.	<u>5</u>		<u>.25</u>		<u>1.25</u>
Total					<u>4.85</u>

*E. Morrison*

SCORE:

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Once the Selection Committee has scored the individual/consultant(s) presentations, the score sheets will be tallied and the highest ranking consultant will be recommended for award to the Sumter County Board of County Commissioners and to enter into contract negotiations. This ranking is solely based on the scores from the presentations, and previous evaluation scores are not included.

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WSP  
*[Signature]*  
8/17/20

The scoring criteria listed below will be used by the Selection Committee to score consultant presentations and are as follows:

**Consultant Presentations Evaluation Scoring Criteria**

	Score	X	Weight	=	Rating
1. Thoroughness of coverage of relevant material.	<u>5</u>		<u>.45</u>		<u>2.25</u>
2. Organization and timing of presentation.	<u>5</u>		<u>.15</u>		<u>0.75</u>
3. Communication skill of the presenter(s).	<u>5</u>		<u>.15</u>		<u>0.75</u>
4. Ability to respond to Committee member inquiries.	<u>5</u>		<u>.25</u>		<u>1.25</u>
Total					<u>5</u>

*B Segrest*

SCORE:

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Once the Selection Committee has scored the individual/consultant(s) presentations, the score sheets will be tallied and the highest ranking consultant will be recommended for award to the Sumter County Board of County Commissioners and to enter into contract negotiations. This ranking is solely based on the scores from the presentations, and previous evaluation scores are not included.

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Shailesh Patel

8/17/20

WSP

The scoring criteria listed below will be used by the Selection Committee to score consultant presentations and are as follows:

**Consultant Presentations Evaluation Scoring Criteria**

	Score	X	Weight	=	Rating
1. Thoroughness of coverage of relevant material.	<u>5</u>		<u>.45</u>		<u>2.25</u>
2. Organization and timing of presentation.	<u>5</u>		<u>.15</u>		<u>0.75</u>
3. Communication skill of the presenter(s).	<u>4.75</u>		<u>.15</u>		<u>0.7125</u>
4. Ability to respond to Committee member inquiries.	<u>4.75</u>		<u>.25</u>		<u>1.1875</u>
Total					<u>4.9</u>

*B. Segrest*

SCORE:

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Once the Selection Committee has scored the individual/consultant(s) presentations, the score sheets will be tallied and the highest ranking consultant will be recommended for award to the Sumter County Board of County Commissioners and to enter into contract negotiations. This ranking is solely based on the scores from the presentations, and previous evaluation scores are not included.

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WSP  
10-17-10  
*[Handwritten signature]*

The scoring criteria listed below will be used by the Selection Committee to score consultant presentations and are as follows:

**Consultant Presentations Evaluation Scoring Criteria**

	Score	X	Weight	=	Rating
1. Thoroughness of coverage of relevant material.	<u>4.0</u>		<u>.45</u>		<u>1.8</u>
2. Organization and timing of presentation.	<u>4</u>		<u>.15</u>		<u>0.6</u>
3. Communication skill of the presenter(s).	<u>4</u>		<u>.15</u>		<u>0.6</u>
4. Ability to respond to Committee member inquiries.	<u>5</u>		<u>.25</u>		<u>1.25</u>
Total					<u>4.25</u>

*B. Segrest*

SCORE:

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Once the Selection Committee has scored the individual/consultant(s) presentations, the score sheets will be tallied and the highest ranking consultant will be recommended for award to the Sumter County Board of County Commissioners and to enter into contract negotiations. This ranking is solely based on the scores from the presentations, and previous evaluation scores are not included.

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Cardno  
Steven Rhoad  
8/17/20

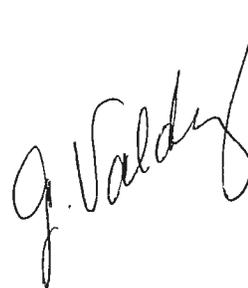
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**Consultant Presentations Evaluation Scoring Criteria**

	Score	X	Weight	=	Rating
1. Thoroughness of coverage of relevant material.	<u>4</u>		<u>.45</u>		<u>1.8</u>
2. Organization and timing of presentation.	<u>5</u>		<u>.15</u>		<u>.75</u>
3. Communication skill of the presenter(s).	<u>5</u>		<u>.15</u>		<u>.75</u>
4. Ability to respond to Committee member inquiries.	<u>4</u>		<u>.25</u>		<u>1</u>
Total					<u>4.3</u>

SCORE:

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Once the Selection Committee has scored the individual/consultant(s) presentations, the score sheets will be tallied and the highest ranking consultant will be recommended for award to the Sumter County Board of County Commissioners and to enter into contract negotiations. This ranking is solely based on the scores from the presentations, and previous evaluation scores are not included.

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Shailesh Patel  
8/17/20  
Cardno

The scoring criteria listed below will be used by the Selection Committee to score consultant presentations and are as follows:

**Consultant Presentations Evaluation Scoring Criteria**

	Score	X	Weight	=	Rating
1. Thoroughness of coverage of relevant material.	<u>4.75</u>		<u>.45</u>		<u>2.1375</u>
2. Organization and timing of presentation.	<u>5</u>		<u>.15</u>		<u>0.75</u>
3. Communication skill of the presenter(s).	<u>5</u>		<u>.15</u>		<u>0.75</u>
4. Ability to respond to Committee member inquiries.	<u>5</u>		<u>.25</u>		<u>1.25</u>
Total					<u>4.8875</u>

**SCORE:**

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Anyone attempting to lobby the Sumter County BOCC representatives on the selection committee may be disqualified.

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required.

*Wade May*  
*Cardno*  
*08-17-20*

The scoring criteria listed below will be used by the Selection Committee to score consultant presentations and are as follows:

**Consultant Presentations Evaluation Scoring Criteria**

	Score	X	Weight	=	Rating
1. Thoroughness of coverage of relevant material.	<u>4.0</u>		<u>.45</u>		<u>1.8</u>
2. Organization and timing of presentation.	<u>4</u>		<u>.15</u>		<u>0.6</u>
3. Communication skill of the presenter(s).	<u>4</u>		<u>.15</u>		<u>0.6</u>
4. Ability to respond to Committee member inquiries.	<u>4</u>		<u>.25</u>		<u>1.0</u>
Total					<u>4.0</u>

SCORE:

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

*J. Valdez*

Once the Selection Committee has scored the individual/consultant(s) presentations, the score sheets will be tallied and the highest ranking consultant will be recommended for award to the Sumter County Board of County Commissioners and to enter into contract negotiations. This ranking is solely based on the scores from the presentations, and previous evaluation scores are not included.

Anyone attempting to lobby the Sumter County BOCC representatives on the selection committee may be disqualified.

**QUALIFICATION AWARD**

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 firm(s) determined by to Sumter County to be the most highly qualified. All Selection Committee recommendations are subject to BOCC approval.

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HDK  
Steve Adams  
8/17/20

The scoring criteria listed below will be used by the Selection Committee to score consultant presentations and are as follows:

**Consultant Presentations Evaluation Scoring Criteria**

	Score	X	Weight	=	Rating
1. Thoroughness of coverage of relevant material.	<u>4</u>		.45		<u>1.8</u> <del>1.8</del>
2. Organization and timing of presentation.	<u>4</u>		.15		<u>0.6</u>
3. Communication skill of the presenter(s).	<u>4</u>		.15		<u>0.6</u>
4. Ability to respond to Committee member inquiries.	<u>3</u>		.25		<u>0.75</u>
Total					<u>3.75</u>

SCORE:

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

*J. Valdez*

Once the Selection Committee has scored the individual/consultant(s) presentations, the score sheets will be tallied and the highest ranking consultant will be recommended for award to the Sumter County Board of County Commissioners and to enter into contract negotiations. This ranking is solely based on the scores from the presentations, and previous evaluation scores are not included.

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Sharlesh Patel  
8/17/20  
HDR

The scoring criteria listed below will be used by the Selection Committee to score consultant presentations and are as follows:

**Consultant Presentations Evaluation Scoring Criteria**

	Score	X	Weight	=	Rating
1. Thoroughness of coverage of relevant material.	<u>4.5</u>		<u>.45</u>		<u>2.025</u>
2. Organization and timing of presentation.	<u>4</u>		<u>.15</u>		<u>0.6</u>
3. Communication skill of the presenter(s).	<u>4.25</u>		<u>.15</u>		<u>0.6375</u>
4. Ability to respond to Committee member inquiries.	<u>4</u>		<u>.25</u>		<u>1.0</u>
Total					<u>4.2625</u>

*E. Mervin*

SCORE:

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

Once the Selection Committee has scored the individual/consultant(s) presentations, the score sheets will be tallied and the highest ranking consultant will be recommended for award to the Sumter County Board of County Commissioners and to enter into contract negotiations. This ranking is solely based on the scores from the presentations, and previous evaluation scores are not included.

Anyone attempting to lobby the Sumter County BOCC representatives on the selection committee may be disqualified.

**QUALIFICATION AWARD**

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 firm(s) determined by to Sumter County to be the most highly qualified. All Selection Committee recommendations are subject to BOCC approval.

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required.

HDR  
Michael P. [unclear]  
08-17-20

The scoring criteria listed below will be used by the Selection Committee to score consultant presentations and are as follows:

**Consultant Presentations Evaluation Scoring Criteria**

	Score	X	Weight	=	Rating
1. Thoroughness of coverage of relevant material.	<u>4.0</u>		<u>.45</u>		<u>1.8</u>
2. Organization and timing of presentation.	<u>3.0</u>		<u>.15</u>		<u>.45</u>
3. Communication skill of the presenter(s).	<u>3.5</u>		<u>.15</u>		<u>0.525</u>
4. Ability to respond to Committee member inquiries.	<u>4</u>		<u>.25</u>		<u>1.0</u>
Total					<u>3.775</u>

SCORE:

0 = Non-Responsive; 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent

*E. Morrison*

Once the Selection Committee has scored the individual/consultant(s) presentations, the score sheets will be tallied and the highest ranking consultant will be recommended for award to the Sumter County Board of County Commissioners and to enter into contract negotiations. This ranking is solely based on the scores from the presentations, and previous evaluation scores are not included.

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**QUALIFICATION AWARD**

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 firm(s) determined by to Sumter County to be the most highly qualified. All Selection Committee recommendations are subject to BOCC approval.

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VENDOR PRESENTATIONS  
Monday, August 17, 2020  
Sumter County Public Works Training Room

Cardno, Inc.

9:00 to 9:05 – Set Up

9:05 to 9:35 – Presentation

9:35 to 9:50 – Q & A

9:50 to 9:55 – Wrap Up Presentation

*Truly good full service All virtual  
and good rehearsed  
can good  
Response good*

HDR Engineering, Inc.

10:00 to 10:05 – Set Up

10:05 to 10:35 – Presentation

10:35 to 10:50 – Q & A

10:50 to 10:55 – Wrap Up Presentation

*In person / virtual  
small project critical  
3-sub*

*- Point of Contact*

*QA/QC example*

Kimley-Horn & Associates, Inc.

11:00 to 11:05 – Set Up

11:05 to 11:35 – Presentation

11:35 to 11:50 – Q & A

11:50 to 11:55 – Wrap Up Presentation

*In person  
Team in person  
Faculty reference*

WSP USA, Inc.

12:00 to 12:05 – Set Up

12:05 to 12:35 – Presentation

12:35 to 12:50 – Q & A

12:50 to 12:55 – Wrap Up Presentation

*Experience professional  
Faculty example*

Selection Committee Meeting

1:00 p.m.

VENDOR PRESENTATIONS  
 Monday, August 17, 2020  
 Sumter County Public Works Training Room

Cardno, Inc.

0.45	9:00 to 9:05 – Set Up	1. 4.75	2.1375
0.15	9:05 to 9:35 – Presentation	2. 5	0.75
	9:35 to 9:50 – Q & A	2. 5	0.75
0.15	9:50 to 9:55 – Wrap Up Presentation	4. 5	1.25
			<hr/> 4.8875

HDR Engineering, Inc.

0.20	10:00 to 10:05 – Set Up	1. 4.5	2.025
	10:05 to 10:35 – Presentation	2. 4.0	0.6
	10:35 to 10:50 – Q & A	3. 4.25	0.6375
	10:50 to 10:55 – Wrap Up Presentation	4. 4.0	1.0
			<hr/> 4.2625

Kimley-Horn & Associates, Inc.

	11:00 to 11:05 – Set Up	1. 5	2.25
	11:05 to 11:35 – Presentation	2. 5	0.75
	11:35 to 11:50 – Q & A	3. 5	0.75
	11:50 to 11:55 – Wrap Up Presentation	4. 4.75	1.1875
			<hr/> 4.937

WSP USA, Inc.

	12:00 to 12:05 – Set Up	1. 5	2.25
	12:05 to 12:35 – Presentation	2. 5	0.75
	12:35 to 12:50 – Q & A	3. 4.75	0.7125
	12:50 to 12:55 – Wrap Up Presentation	4. 4.75	1.1875
			<hr/> 4.9

Selection Committee Meeting

1:00 p.m.

**VENDOR PRESENTATIONS**  
**Monday, August 17, 2020**  
**Sumter County Public Works Training Room**

**Cardno, Inc.**

9:00 to 9:05 – Set Up

9:05 to 9:35 – Presentation

9:35 to 9:50 – Q & A

9:50 to 9:55 – Wrap Up Presentation

**HDR Engineering, Inc.**

10:00 to 10:05 – Set Up

10:05 to 10:35 – Presentation

10:35 to 10:50 – Q & A

10:50 to 10:55 – Wrap Up Presentation

**Kimley-Horn & Associates, Inc.**

11:00 to 11:05 – Set Up

11:05 to 11:35 – Presentation

11:35 to 11:50 – Q & A

11:50 to 11:55 – Wrap Up Presentation

**WSP USA, Inc.**

12:00 to 12:05 – Set Up

12:05 to 12:35 – Presentation

12:35 to 12:50 – Q & A

12:50 to 12:55 – Wrap Up Presentation

**Selection Committee Meeting**

1:00 p.m.

*Marg.*

*JJ*

*WSP's*

*Robert*

*CAV*

*Innovative Ideas*

SIGN - IN SHEET

DATE: Aug 17, 2020

TIME: 9:00 am

BID/RFP/RFQ NAME: 030-0-2020 Sumter County  
Cont. Engineering Serv.

- Pre-Bid/Proposal/Qualifications Meeting
- Bid/RFP/RFQ Opening
- Selection Committee Meeting
- Vendor Presentations / Selection Committee Meeting

Please list all the companies you are representing beside your name.

NAME

COMPANY

<u>Emily Morrison</u>	<u>BOCC - Purchasing</u>
<u>Becky Sequest</u>	<u>BOCC - Purchasing</u>
<u>Gregory Vally</u>	<u>BOCC - Purchasing</u>
<u>Robert Snyder</u>	<u>BOCC - PW</u>
<u>Steve Kline</u>	<u>BOCC - PW</u>
<u>Michele Wiley</u>	<u>BOCC - PW</u>
<u>Shailesh Patel</u>	<u>BOCC / PW</u>
<u>Glen Drepanl</u>	<u>Sumter IT</u>
<u>Hunter Affanison</u>	<u>Sumter IT</u>

9:37

SIGN - IN SHEET

DATE: August 17, 2020

TIME: 10:00 am

BID/RFP/RFQ NAME: D30-0-2020 Sumter County  
Cont. Engineering Serv.

- Pre-Bid/Proposal/Qualifications Meeting
- Bid/RFP/RFQ Opening
- Selection Committee Meeting
- Vendor Presentations / Selection Committee Meeting

Please list all the companies you are representing beside your name.

NAME

COMPANY

<u>Emilee Morrison</u>	<u>Bocc - Purchasing</u>
<u>Hunter Althuiser</u>	<u>Sumter IT</u>
<u>Jaschi Valdez</u>	<u>Bocc Purchasing</u>
<u>Shailech Patel</u>	<u>Bocc/PW</u>
<u>Becky Segrest</u>	<u>Bocc Purchasing</u>
<u>[Signature]</u>	<u>Bocc PW</u>
<u>[Signature]</u>	<u>Bocc PW</u>
<u>JAMIE KRZEMINSKI</u>	<u>HDR</u>
<u>Tom Quinn</u>	<u>HDR</u>
<u>[Signature]</u>	<u>Bocc - PW</u>
<u>[Signature]</u>	<u>HDR</u>

10:45

**SIGN - IN SHEET**

DATE: August 17, 2020

TIME: 11:00 am

BID/RFP/RFQ NAME: 030-0-2020 Sumter County  
Cont. Engineering Serv.

- Pre-Bid/Proposal/Qualifications Meeting
- Bid/RFP/RFQ Opening
- Selection Committee Meeting
- Vendor Presentations / Selection Committee Meeting

Please list all the companies you are representing beside your name.

<u>NAME</u>	<u>COMPANY</u>
Emilee Morrison	BOCC - Purchasing
Shailesh Patel	BOCC/PW
Michael F. Jam	BOCC - PW
<del>Steve Allen</del>	BOCC - PW
Norah Snyder	BOCC, PW
Jackie Valdez	BOCC Purchasing
Richard Busch	Kimley-Horn
Amber Gartner	Kimley-Horn
Nathan Pook	UFBEJ
Elb ALIARI	KIMLEY-HORN
NICK MORA	Kimley - Horn
Becky Segrest	BOCC - Purchasing

**SIGN - IN SHEET**

DATE: August 17, 2020

TIME: 12:00 pm

BID/RFP/RFQ NAME: 030-0-2020 Sumter County  
Cont. Engineering Serv.

- Pre-Bid/Proposal/Qualifications Meeting
- Bid/RFP/RFQ Opening
- Selection Committee Meeting
- Vendor Presentations / Selection Committee Meeting

Please list all the companies you are representing beside your name.

**NAME**

**COMPANY**

<u>Emelley Morrison</u>	<u>BOCC - Purchasing</u>
<u>Jackie Valley</u>	<u>BOCC Purchasing</u>
<u>Shailesh Patel</u>	<u>BOCC / PW</u>
<u>Richard Snyder</u>	<u>BOCC PW</u>
<del><u>Steve</u></del>	<del><u>BOCC PW</u></del>
<u>Minda May</u>	<u>BOCC - PW</u>
<u>Kim Fung</u>	<u>WSP</u>
<u>Robert Skoggs</u>	<u>WSP</u>
<u>Cleo Lepore</u>	<u>WSP</u>
<u>JJ McElish</u>	<u>WSP</u>
<u>Margarita Morales</u>	<u>WSP</u>
<u>Chris Ray</u>	<u>WSP</u>
<u>Becky Sequest</u>	<u>BOCC Purchasing</u>

12:40

**SIGN – IN SHEET**

DATE: August 17, 2020

TIME: 1:00 pm

BID/RFP/RFQ NAME: 030-0-2020 Sumter County  
Cont. Engineering Serv.

- Pre-Bid/Proposal/Qualifications Meeting
- Bid/RFP/RFQ Opening
- Selection Committee Meeting
- Vendor Presentations / Selection Committee Meeting

**Please list all the companies you are representing beside your name.**

**NAME**

**COMPANY**

<u>Erinley Morrison</u>	<u>Boce - Purchasing</u>
<u>Yaelle Valdez</u>	<u>Boce Purchasing</u>
<u>Steven Khan</u>	<u>Boce / PW</u>
<u>Shaylesh Patel</u>	<u>Boce / PW</u>
<u>Michael F. Jung</u>	<u>Boce - PW</u>
<u>Jim Fungo</u>	<u>WSP</u>
<u>Chris Ray</u>	<u>WSP</u>
<u>Joe Mack</u>	<u>WSP</u>
<u>Becky Segrest</u>	<u>Boce Purchasing</u>
<u>Tommy Smith</u>	<u>HDR</u>
<u>Rob Minter</u>	<u>HDR</u>
<u>Richard Snyder</u>	<u>BOCC PW</u>