

Lake County Office of Procurement Services  
RFQ 21-0921: Engineering and Design of Hartwood Marsh Road, Phase 1  
RFQ Selection Committee Meeting Minutes  
Contracting Officer: Bill Ponko, Office of Procurement Services  
Location: Teleconference  
Dial in number: 321-332-7400  
Conference ID: 295 140 6#

August 10, 2021

Begin Time: 2:05PM, Adjourn Time: 2:35PM

No members of the public were recorded as being in attendance

❖ Bill Ponko:

- Identified the solicitation name
- Solicitation was a Request for Qualifications
  - No addenda item
  - Closing Date was May 27, 2021
- Took roll of the Selection Committee (SC) members:
  - Jill Brown, Office of Transit Services Director
  - Sharon Lewis, Public Works, Engineering Division, Project Engineer
  - Seth Lynch, Public Works, Engineering Division, Development Engineer
- Stated that this was a public meeting
- Noted that the four (4) firms to provide proposals were:
  - Heath Lineback Engineers, Inc (Maitland, FL)
  - Kisinger Campo & Associates, Corp. (Orlando, FL)
  - METRO Consulting Group, LLC (Maitland, FL)
  - OM Engineering Services, Inc. (Orlando, FL)
- The method of selection will be based upon the vendors ability to perform via that written criteria on pages 2-3 of the RSQ.
- Noted that electronic copies of the proposals were distributed to the SC, by Procurement

❖ Selection Committee

- Noted that all four (4) firms meeting the requirements of the solicitation.
- Heath Lineback Engineers, Inc.
  - Nothing regarding their schedule
  - Ten different tabs
  - Proposal was hard to navigate
  - No projects based upon the project at hand
  - Profile and certificates were
- Kisinger Campo & Associates, Corp.
  - No information or schedule or cost or comparison
  - Layout was hard to navigate, easy to get lost
  - Few references CR437 design, Current Lake County project
  - Many of the projects were simple to what we were looking for
  - Attachment 4 – no one in Lake County
- METRO Consulting Group, LLC
  - Firm has a lot of experience working with the County
  - Many current projects

- S. Lewis and J. Brown had them ranked high
- High percentage of work being performed with Lake County
- OM Engineering Services, Inc
  - Good proposal
  - Easy to read, great layout
  - Qualified to do the work
  - Realistic timeframe
  - Provided a schedule
  - Experience within the County
  - Proposed followed exactly what was asked
- ❖ The Selection Committee decided to short-list the following three (3) firms for presentations
  - Kisinger Campo and Associates Corp.
  - Metro Consulting Group, LLC
  - OM Engineering Services, Inc.
- ❖ The Procurement Office will reach out to each the following firms for a presentation with the SC.
- ❖ Meeting Adjourn