

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: 397 599 192#

September 7, 2021

Begin Time: 2:05PM, Adjourn Time: 4:25PM

No members of the public were recorded as being in attendance

❖ Bill Ponko:

- Identified the solicitation name
- 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
 - Members of the public can listen in; however, they are barred from asking questions to the firms or SC
- Noted that the three (3) firms to provide presentations were:
 - 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 each presentation will last 30 minutes. They will be broken down by a 20-minute presentation and followed by a 10-minute Question & Answer session.

❖ Selection Committee

- Noted that all three (3) firms made their presentations of the solicitation during the following times:
 - 2:00 – 2:24: Kisinger Campo & Associates, Corp.
 - 3:00 – 3:23: METRO Consulting Group, LLC
 - 4:00 – 4:24: OM Engineering Services, Inc

❖ The Selection Committee requested a copy of each slideshow to assist with their review.

❖ The Procurement Office will reach out and schedule a selection committee meeting discuss the firms, create a ranking and select a firm to begin negotiations with

❖ Meeting Adjourn