

Lake County Office of Procurement Services
RSQ 24-936: CEI Services Wekiva Trail from SR46 to Hojin Street
RSQ Selection Committee Meeting Minutes
Contracting Officer: Bill Ponko, Office of Procurement Services

October 21, 2024

Begin Time: 9:00 PM, Adjourn Time:

❖ Bill Ponko:

- Stated that this is a public meeting
 - Stated that members of the public may listen, but not take part in discussions
- Identified the solicitation name
- Solicitation was a Request for Qualifications
- Stated that this solicitation was governed by Florida statute, CCNA
- Noted:
 - Closing Date was July 10, 2024
- Took roll of the Selection Committee (SC) members:
 - Jeff Earhart, Office of Public Works Engineering Division
 - Mike Fitzgerald, Office of Planning and Zoning
 - Gallus Quigley, Office of Parks and Trails
- Noted that the four (4) firms providing proposals were:
 - CDM Smith, Inc.
 - Metric Engineering, Inc.
 - Rummel, Klepper and Kahl, LLP
 - Volkert, Inc.
- The method of selection will be based upon the vendor's ability to perform via the written criteria, Section 9, on pages 3-5 of the RSQ.
- Noted that electronic copies of the proposals were distributed to the SC, by Procurement.
- Noted that scoring sheets were distributed to the committee prior to the meeting
- Noted that Conflict of Interest Statements were also distributed to the SC prior to the meeting, and all were returned with no issues.

❖ Selection Committee:

- Evaluated each firm
- Short Listed Selection for Presentations (alphabetically)
 - CDM Smith, Inc.
 - Rummel, Klepper and Kahl, LLP
 - Volkert, Inc.
- Procurement Services will notify the firms of the forthcoming date, time, and location of their presentations.
- The Selection Committee will provide additional questions to Procurement Services for the firms to clarify.

❖ Meeting Adjourn