

Lake County Office of Procurement Services  
RSQ 24-937: Construction, Engineering, & Inspection (CEI) Services for CR 565/Villa  
City Road from North of SR 50 to South of US 27  
RSQ Selection Committee Meeting Minutes  
Contracting Officer: Bill Ponko, Office of Procurement Services

October 17, 2024

Begin Time: 9:30AM, Adjourn Time: 12:00 PM

Presentation Schedule:

- 9:45 – CDM Smith, Inc.
- 10:30 – Tierra, Inc.
- 11:15 – Volkert, Inc.

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:
  - Jeff Earhart, Office of Public Works Engineering Division
  - Mike Fitzgerald, Office of Planning and Zoning
  - Gallus Quigley, Office of Parks and Trails
  
- Stated that this was a public meeting.
  
- Noted that the firms to providing presentations were the three firms that submitted RSQ submittals prior to the solicitation's submission deadline of July 24, 2024:
  - 9:45 – CDM Smith, Inc
  - 10:30 – Tierra, Inc
  - 11:15 – Volkert, Inc.
  
- Noted that the method of scoring is noted within the RSQ.
- Noted that scoring sheets were disseminated to the SC prior to the meeting.
- Noted that electronic copies of each presentation were distributed to the SC, by Procurement Services.
- Noted that each presentation will be for a total of 30 minutes. That time was to be broken down as 20 minutes for the presentation, followed by 10 minutes for a question-and-answer segment.
- Noted that the RSQ allows up to three presenters per firm.

❖ CDM Smith, Inc

- Represented by:
  - Dean Snyder, P.E.
  - Keith Denton
  - Billy Daly
- A presentation was given by the firm.

❖ Tierra, Inc.

- Represented by:
  - Jeffrey Begovich, P.E.
  - Robert Rudd, P.E

- Mike Garten
- A presentation was given by the firm.
  
- ❖ Volkert, Inc.
  - Represented by:
    - Adam Klinstiver, P.E.
    - Jeff Jogthong
    - Kristina Widup
  - A presentation was given by the firm.
  
- ❖ Selection Committee
  - Will provide their scores to Procurement Services for a final ranking.
  
- ❖ Meeting Adjourn