

MINUTES
PROFESSIONAL SERVICES SELECTION COMMITTEE
DISTRICT BOARD OF TRUSTEES
GULF COAST COMMUNITY COLLEGE

July 14, 2005

12:05 p.m.
Third Floor Seminar Room
Student Union West

Present: Bill Cramer (presiding), Karen Durden, Clint Mayo, Dr. Bob McSpadden, Dr. John Holdnak, Ken Caldwell, Tim Ellinor, Wanda Luckie (recording)

Call to Order: Mr. Cramer called the meeting to order at 12:05 p.m.

Review of Responsibilities: Mr. Cramer identified the committee's initial responsibility as selecting at least three firms to be interviewed for professional services continuing contract projects.

Description of Projects: Dr. Holdnak noted that the firms would be expected to provide architectural or engineering services on a continuing contract basis for projects with budgets of less than \$1 million. In describing the types of projects that would be involved, he noted that civil engineering projects would include such things as master planning updates, parking lot repairs and replacements, and wetlands mitigation.

Electrical and Mechanical Engineering Services: Because only one response had been received for the Electrical and Mechanical Engineering Services projects, the committee decided to re-advertise and select firms to be interviewed for those projects when the committee meets to interview firms for the Architectural Services and Civil Engineering Services projects.

Discussion of Submittals: Committee members shared the results of their individual review of documents submitted by the firms listed below.

Architectural Services

- DAG Architects, Inc., Destin, Florida
- Foley Design Associates, Atlanta, Georgia
- Kendrick David Dowling Architects, Inc., Fort Walton Beach, Florida
- McCall and Associates, Inc., Pensacola, Florida

Civil Engineering Services

- Buchanan & Harper, Inc., Panama City, Florida
- McNeil Carroll Engineering, Inc., Panama City, Florida
- PBS & J, Panama City Beach, Florida

Interview Selections: Following review of the submittals and discussion, the committee agreed to invite the following firms for interviews.

Architectural Services

- DAG Architects, Inc., Destin, Florida
- Kendrick David Dowling Architects, Inc., Fort Walton Beach, Florida
- McCall and Associates, Inc., Pensacola, Florida

Civil Engineering Services

- Buchanan & Harper, Inc., Panama City, Florida
- McNeil Carroll Engineering, Inc., Panama City, Florida
- PBS & J, Panama City Beach, Florida

Scheduling of Interviews: Interviews are to be scheduled for August 22 and 23, 2005, in the Third Floor Seminar Room of Student Union West as follows.

Day	Date	Time	Type of Services
Monday	August 22	11 a.m.	Architectural
Tuesday	August 23	2:30 p.m.	Civil Engineering

Mr. Ellinor was asked to schedule the interviews to provide 20 minutes for presentations, 10 minutes for a question-and-answer period after each presentation, and 15 minutes between interviews.

Adjournment: The meeting was adjourned at 12:35 p.m.