

**FINAL
MINUTES**

DISTRICT BOARD OF TRUSTEES SELECTION COMMITTEE

**ENGINEERING/ARCHITECTURAL FIRM
PRESENTATIONS AND RANKINGS
FOR DESIGN OF SOFTBALL COMPLEX
GULF COAST STATE COLLEGE**

October 10 , 2016

2:30 p.m.
Student Union West, Room 302

Members Present: Ralph C. Roberson (presiding), Don R. Crisp, Elizabeth M. Kirvin, Tom L. Lewis, Jim W. McKnight, and Dr. John R. Holdnak

- 1. Welcome** Mr. Roberson welcomed those in attendance and called the meeting to order at 2:38 p.m.
- 2. Presentations** Mr. Roberson outlined the selection process for RFP #1 2016-17, Design of the Softball Complex and presentations were made by the following firms:
- DAG Architects/McNeil Carroll Engineering, Inc.
 - Dewberry | Preble Rish
 - CPH Engineers, Inc.

At the conclusion of each presentation, Mr. Roberson inquired about possible challenges expected with the project or its location. Each firm mentioned relocating the storm water pond to maximize the amount of available space on the property.

- 3. Rankings** Trustees were asked to rank the firms according to the following criteria:
- Company's qualifications/approach and understanding
 - Past performance of firm on similar projects
 - Recent, current, and projected workloads of the firm
 - W/MBE Firm
 - References

The firms were ranked in the following order:

- #1 Dewberry | Preble Rish
- #2 DAG Architects/McNeil Carroll Engineering, Inc.
- #2 CPH Engineers, Inc.

- 4. Fee Negotiation** Mr. Roberson announced the Committee's recommendation of Dewberry | Preble Rish as the top ranked firm and invited representatives to participate in the fee negotiation for the project. Trustees and Dewberry | Preble Rish representatives agreed upon a flat fee of \$187,500 to include all design and engineering work on the project per the requirements of RFP #1 2016-17. The Committee will present their recommendation to the District Board of Trustees for approval at their meeting on October 20, 2016.
- 5. Adjournment** The meeting was adjourned at 5:45 p.m.

Secretary

Chair, District Board of Trustees