

**Final  
Minutes  
Advanced Technology Center Architectural  
and Campus Master Plan Selection Committee  
District Board of Trustees  
Gulf Coast Community College**

November 29, 2010

8:30 AM

Administration Conference Room

**Present:** Mr. Dan Estes (Chair), Mr. Charles Isler, Ms. Tonia Lawson, Mr. John Mercer, Mr. Joe Mills, Dr. Steve Nettles (recording), Mr. Dalton Parker (GAC Construction)

**Call to Order:** Mr. Estes called the meeting to order at 8:44 a.m.

**Purpose:** The stated purpose of the current meeting was to select at least three vendors for the threshold inspection services of the ATC building and to move to the final round of consideration, when vendor representatives will be allowed to make presentations and will be interviewed by board committee members.

**Review of Process:** Mr. Mercer explained the selection process. The following processes were discussed and implemented:

- Advertised Request for Qualification (RFQ) for threshold inspection vendors
- Reduce the list of vendors to a minimum of three, using standardized criteria for evaluating proposals.
- Invite short listed vendors to present cost and service proposals on Friday, December 3<sup>rd</sup>. A final vendor will be selected on that day.

In the selection process, key indicators considered include:

- Ability of professional personnel
- Status as certified minority business enterprises
- Past performance
- Willingness to meet time and budget requirements
- Location
- Recent, current and projected workloads
- Volume of work previously awarded to firm by GCCC

**Discussion of Submittals:** Mr. Mercer summarized each of the submitted RFQ documents.

RFQ documents were submitted by 7 vendors:

- Barkley Consulting Engineers, Inc., Tallahassee, Florida
- Collins & Associates, Inc., Panama City, Florida
- Emerald Coast Design Build, Inc., Destin, Florida
- Hatch Mott MacDonald Florida, LLC, Panama City Beach, Florida
- Lindemann Bentzon Bojack Engineering, Inc., Clermont, Florida
- Nova Engineering and Environmental, Panama City Beach, Florida
- Professional Service Industries, Inc., Panama City Beach, Florida

**Interview Selections:** College staff made recommendations based on the review of submitted projects. The committee discussed the relative merits of the vendor submissions. Three vendors were selected to present to the committee on December 3<sup>rd</sup> at 9:00 a.m.

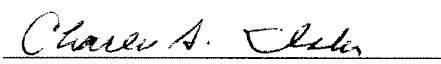
Threshold Inspection Services for Advanced Technology Center

- Collins & Associates, Inc.
- Hatch Mott MacDonald Florida, LLC
- Nova Engineering and Environmental

**Adjournment:** The meeting adjourned at 10:05 a.m.



Secretary



Chairman