

**RFP 23-618, Engineering Services for the Dewatering Improvements to the Northwest and Southwest Regional Wastewater Treatment Facilities**

**2nd Selection Committee Meeting Minutes**

**October 30, 2023**

**Selection Committee Members:**

James Tully, Utilities Division  
Jeff Goolsby, Utilities Division  
Jason Jennings, Utilities Division  
Bilynda Chandler, Utilities Division  
Darrell Johnson, Supplier Diversity

Staff: Ken Brush, Procurement Contracts Manager

The committee convened at 1:00 p.m. All committee members were present. Selection Committee members scored the proposal using the evaluation criteria and selection process, Elevation Level 2.

The scores are as follows:

Proposer	Score
Hazen and Sawyer, P.C.	83
Kennedy/Jenks Consultants, Inc	76

In accordance with the RFP Selection Process Elevation Level 2, the Selection Committee collectively decided to elevate all three Proposers to Elevation Level 3, Proposer Interviews.

In accordance with Elevation Level 3 (Proposer Interviews), at this interview the Proposer(s) shall make a presentation focusing on how they plan to provide professional consulting services for the dewatering improvements to the Northwest and Southwest Regional Wastewater Treatment Facilities. The Selection Committee Members will have an opportunity to inquire about any aspect of the RFP and the Proposers Proposal. Each interview has been scheduled for 30 minutes. Each Proposer will have 15 minutes for their presentation which will allow for 15 minutes for questions from the Selection Committee. Proposers should ensure that 3 key personnel for this project are present at the interview.

The interviews have been scheduled following the scoring meeting Tuesday, November 7, 2023, at the Polk County Administration Building, Conference Room 413 (4<sup>th</sup> Floor), 330 West Church Street, Bartow, Florida 33830, as follows:

Hazen and Sawyer, P.C.	9:00 a.m.
Kennedy/Jenks Consultants, Inc	9:40 a.m.

In accordance with Florida Statute 286.0113, all interviews conducted will be exempt from attendance by anyone other than the selection committee. At the end of the last interview, the meeting will be open to the public and the ranking of firms and recommendation of award will occur in the sunshine.

Meeting was adjourned at approximately 1:25 p.m.

Respectfully submitted,

Ken Brush  
Chairperson / Procurement Contracts Manager