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Town Commission

Minutes Special Meeting • CCNA Engineer Ranking

Monday • September 23, 2019 • 6:15 pm

1.Call to Order: 6:15pm

2. Invocation and Pledge of Allegiance to Flag were waived, as they were offered at Final Budget Hearing held at 6pm

There was no one from the public present.

3. Roll Call

*Commissioners Attending:*

* Joseph Aufmuth, Mayor Present
* Timothy Parker, Mayor Pro Tem Present
* Ed Burnett Present
* Troy Blakely Present
* Mike Roberts Absent
* Debbie Gonano, Town Administrator Present
* Andrea Parker Present

4. Agenda Approval

***Motion made and second (Burnett/Blakely) to approve the agenda; Passed 4-0***

5. Competitive Consultants Negotiation Act (CCNA) Ranking Sheets

A) George F. Young Engineering

B) GSE Engineering & Consulting, Inc.

C) Kimley-Horn Engineering

D) Mittauer & Associates Consulting & Engineering

E) Universal Engineering Services

Attorney Parker announced that Florida Statute 112.313(7)(a) restricts Mittauer & Associates Consulting & Engineering from participating in the ranking because of a conflict of interest caused by Mayor Pro Tem Parker’s current employment with the firm; and the firm had withdrawn from participation in an earlier telephone conversation with Attorney Parker. The firms had been ranked by the individual Commissioners on matters such as: 1) Ability to meet the needs of Micanopy, 2) Ability to perform services in a professional manner, 3) Recent, current, and projected workloads of the firm, 4) Availability of resources, 5) Familiarity with Micanopy, 6) Recognized certificates, 7) Small or minority business, 8) and References. Completed ranking sheets had been submitted by all Commissioners except Commissioner Roberts, who was absent, and the rankings were submitted as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Elected Official** | **George Young** | **GSE Engineering** | **Kimley-Horn** | **Universal Engineering** | **Accumulated Total Points** |
| Aufmuth | 82 | 72 | 75 | 62 | 291 |
| Parker | 95 | 60 | 95 | 95 | 345 |
| Burnett | 94 | 79 | 95 | 84 | 352 |
| Blakely | 100 | 100 | 95 | 90 | 385 |
| Total | 371 | 311 | 360 | 331 | 1373 |
| Point Average | 92.75 | 77.75 | 90.00 | 82.75 | 343.25 |

Some comments from Mayor Aufmuth included that it was a shame that Mittauer & Associates had to be disqualified because the firm was familiar with the Town and would have been a good fit for the Town. The Mayor spoke about what influenced him to rank the engineering firms as he had. He liked that George F. Young had experience with fire stations. All the engineers work with GSE and they had water main experience, but not waste water or supply. For environmental, geo-technical, structural, and core drilling the Mayor thought that GSE would be a good pick. Kimley-Horn was good with architectural needs, survey, water and waste water design and master planning, but no fire station experience. Universal does air quality testing. Mittauer might have been more familiar with the Town and their ability to meet the Town’s needs; but George F. Young is familiar with the Town as a result of past surveying work and Kimley-Horn has done some investigative work for the Town. Town Administrator Gonano pointed out that Kimley-Horn was the single submitter for engineering on the CDBG grant dealing with the water plant. Universal Engineering knows the area, but not Micanopy. The Mayor thought all the firms excelled at availability of resources and workloads. Aufmuth expressed surprise that the certificates submitted by George F. Young were different than certificates submitted by the other firms. GSE was the only small or minority business. Some of the companies submitted references by project and some provided a general listing.

Mayor Pro Tem Parker liked that George F. Young has an architect on staff, and that was his reason for ranking them highly. Mittauer would have had high scores, but they do not have an architect on staff.

Commissioner Blakely expressed that he has no engineering experience, so he paid specific attention to references. He thought that the Town would be well served by any of the engineers, but he wondered about the cost of engineering services and the project. Gonano thought that from suggestions in past meetings that the Commission might need to present five scenarios to the engineering firm and obtain five separate *Opinions of Probable Cost*: 1) gut and renovate the existing building, 2) add living space to the bay area, 3) add an addition to only the north side of the building, 4) add an addition to the north, east, and west sides of the building, and 5) separate living quarters structure. Mayor Aufmuth answered that specific project details will be worked out at a workshop.

Commissioner Burnett thought that we will definitely need architectural services and everything else will follow. He had ranked George F. Young and Kimley-Horn similarly. Burnett had experience working with Universal, who does soil and concrete work, but the Attorney determined that there was no conflict of interest, as he was not the decision maker and no chance of financial benefit from his association with the firm.

Attorney Parker clarified that the purpose of this meeting is to rank engineering firms. If the first ranked engineer does not fit your specific needs, another firm on the list can be chosen. The Town must choose one engineering firm and negotiate the project. If the negotiation proves unsuccessful, then the Town can go to a second firm. The attorney suggested ranking some of the firms specializing in other areas under subcategories.

***Motion made and second (Parker/Burnett) to rank George F. Young first and Kimley-Horn as second on the list; Passed 4-0***

***Motion made and second (Parker/Burnett) to rank GSE first and Universal as second on the list for geo-technical subcategory purposes; Passed 4-0***

Answering Town Administrator Gonano, the Attorney advised that she should contact George F. Young and ask them to attend a ‘meet and greet’ meeting. The Mayor answered that we will meet with the engineer in October if they’re available and ask them what can be done with the project and get estimates of costs.

6. Other Engineering & Architectural Issues – None.

7. Adjourn 6:43pm

**MINUTES APPROVED:**

**As submitted \_\_\_\_\_\_ as amended \_\_\_\_\_ at Town Commission Meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Joseph L. Aufmuth, Mayor Debbie Gonano, Town Administrator/Clerk**