

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

December 3, 2010

9:00 AM

Administration Conference Room

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

Call to Order: Mr. Estes called the meeting to order at 9:02 a.m.

Purpose: The stated purpose of the current meeting was to select a final vendor for the inspection services of the ATC building, based on the given presentations and question/answer sessions.

Review of Process: Mr. Estes outlined the methodology used to select a final vendor for threshold inspection services. A discussion followed highlighting the importance of selecting a vendor that could serve the needs of the project without delaying construction timelines.

Interviews: Interviews consisted of 20 minutes for presentations and 15 minutes for a questions-and-answer period after each presentation. The following firms presented to the committee, utilizing this format.

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

Discussion of Submittals: Each vendor representative(s) gave a presentation to the committee detailing the scope of work to be provided and their qualifications to provide these services.

Vendors:

1. Collins & Associates, Inc.
 - Bayne Collins
 - Bo Creel
 - Scooter Hodges

Fee Schedule: .75 to 1.35 per square foot
Hourly rate for additional services
○ Local Firms

- Licensed
- Experienced
- Add staff if needed
- Available 24/7

2. Hatch Mott MacDonald Florida, LLC

- Bill Perry
- Jim Bundy

Fee Schedule: Based on hours (estimated)
Maximum bid, not to exceed the stated amount.

- Local office
- Additional staff available

3. Nova Engineering and Environmental

- William Cantrell
- Ken Houseman
- Darrin Pursell
- Kevin Sharkey

- Local office
- Local inspectors

Interview Selections: Trustees discussed and deliberated the information provided by the selected vendors and ranked each of the three firms. Trustees agreed to mandate a not-to-exceed clause. The vendors were chosen to be in the following order:

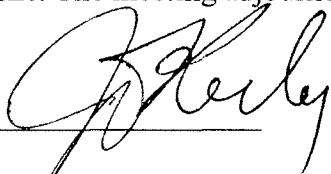
Threshold Inspection Services for Advanced Technology Center

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

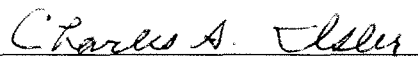
Nova was unanimously selected to move to the contract negotiation phase.

Contract Negotiation: The representatives of Nova proposed a \$120,000 not-to-exceed amount to be billed on a monthly basis. Invoices would include only time and materials for an estimated 12 months, of on-site work. The committee agreed unanimously on the selection and cost.

Adjournment: The meeting adjourned at 11:50 a.m.



Secretary



Chairman