



**AGENDA  
BID COMMITTEE MEETING  
THURSDAY, APRIL 4, 2024  
2:00 PM**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
  - A. March 7, 2024 Bid Committee Meeting Minutes**
- 3. NEW BUSINESS**
  - A. RFQ 23-09-CD, Architectural & Professional Consulting Services - Discussions**
  - B. Bid Committee Processes - Discussions**
- 4. PUBLIC COMMENTS** (Comments from the public on any matters considered at the meeting, or on any matters not on the agenda)

**MINUTES  
SPECIAL BID COMMITTEE MEETING  
MARCH 7, 2024**

**1. CALL TO ORDER:**

Bid Committee Chairman Jeffery Cozadd called the special meeting to order on Thursday, March 7, 2024, at 2:00 PM in the City of Destin Annex Chambers.

**2. ROLL CALL:**

**Bid Committee Members Present:**

Grants/Proj. Mgr. Jeffery Cozadd  
Michael Burgess Public Services Dir.  
Lisa Firth Parks & Rec. Director  
Ryan Scott City Engineer

**Other Staff Members Present:**

Deputy City Clerk Kim Montgomery  
Kimberly Kopp City Attorney

**Others Present:**

Mr. Schef Wright, P.A.  
Mr. Danny Brannon Subject Matter Expert  
Stephanie Lindsay

**3. APPROVAL OF MINUTES: February 1, 2024**

Motion by committee member Michael Burgess to approve the February 1, 2024 minutes as written, seconded by committee member Lisa Firth, passed 4-0.

**4. OLD BUSINESS:**

**A. RFQ 23-09-CD Architectural and Professional Consulting Services**

Mr. Burgess moved to table this item to the March 21, 2024, Bid Committee meeting; seconded committee member Ryan Scott. Motion passed 4-0.

**5. NEW BUSINESS:**

**A. RFP 24-01-ENG, Phase I Undergrounding Utilities Conversion**

Committee member Jeff Cozadd explained that three firms – ADS, HYPOWER, and WILCO – submitted bids for the project and that the Bid Committee members will review and discuss each bid and then score each category. Scores would then be tallied to determine scoring for each bid submittal.

Mr. Burgess asked Attorney Schef Wright about the disparities in the schedule of values, and a couple of other line items where there is quite difference between the bids, and asked if they would be negotiated after a selection is made.

According to Attorney Wright, the line items can be negotiated with the selected firm.

Mr. Burgess pointed out that one of the proposers did not include a bond.

Mr. Wright explained that the bonds are for the city to ensure performance requirements of the job.

At this time, Mr. Cozadd announced that public comments will be taken following the Bid Committee's discussion of the bids.

Mr. Cozadd noted that WILCO's background experience is with Duke Power and not Florida Power and Light on one of their jobs. In addition, one of the other jobs mentioned was not a utility conversion job, and that the three projects they provided are not really similar to the job for the city.

Attorney Wright asked Mr. Cozadd to clarify for the record that the company he was referring to was HYPOWER.

Mr. Cozadd clarified for the record that he was referring to HYPOWER. He added that the other two firms have more conversion experience, having worked with FPL in other coastal communities.

**Contractor Personnel Qualifications and Experience:**

Mr. Cozadd opined that ADS provided the best information regarding their project manager who has experience in similar jobs.

**Interactions with City Regulatory Agencies and Staff:**

The committee agreed that all 3 firms have similar approaches.

**Timely Completion of Projects:**

According to Mr. Cozadd, the reference checks for this category were satisfactory and any delays mentioned were not due to any of the contractor's performance.

**Survey of Past Performance:**

No concerns.

## Price Proposals:

Mr. Burgess mentioned that one of the bidders had a lower price for the per foot for 2-inch conduit directional bore, but there should not be any cause for concern if they are to take it at face value.

Attorney Wright agreed that is what they should do, adding that whoever City Council chooses, they will negotiate against the bottom price. Additionally, they will be expected to perform the scope of work that is outlined in the SOV of the RFP.

Mr. Cozadd stated all of the bidders are in good standing with FPL and can perform the work. He then asked the members to score their columns. The following results are provided:

	<u>Burgess</u>	<u>Cozadd</u>	<u>Ryan</u>	<u>Firth</u>
<b>ADS</b>	<b>92</b>	<b>97</b>	<b>88</b>	<b>99 = 376</b>
<b>HYPOWER</b>	<b>92</b>	<b>91</b>	<b>85</b>	<b>95 = 363</b>
<b>WILCO</b>	<b>89</b>	<b>94</b>	<b>83</b>	<b>94 = 360</b>

Mr. Wright then read the requirements of the Bid Committee members that are outlined in the bid document into the record. *“Once all the bid committee members have completed their proposal evaluations, and their individual total scores are added together, to produce the final scores, the City Clerk or his designee will conform the calculations for the final score of each proposal. They shall publish a rank order listing the proposals to the bid committee, with the proposal receiving the highest points as the highest ranked proposal. Additionally, the three proposers will go forward with their scores to present to the City Council.”*

**Motion by Mr. Burgess, seconded by Mr. Scott to have all three proposers go forward and provide a presentation to the City Council along with the Bid Committee’s assigned scores reflecting that ADS is the highest ranking with 376 points, HYPOWER as second with 363 points and WILCO third with 360 points. Motion passed with a unanimous vote of 4-0.**

## 6. PUBLIC COMMENTS

Mr. Tom Neimic of WILCO Electrical pointed out that according to the bid documents, the requirement of the contractor is to have a minimum experience of performing three projects. He noted that ADS used Longboat Key for one of their projects, when in fact they did not hold that contract. It was done by his company, WILCO.

Mr. Danny Brannon, the Subject Matter Expert, noted that all three of the bidders had outstanding reports from their references and he believes that all three are successful bidders.

Mr. Bray with HYPOWER stated that he agrees with the statement made by the WILCO representative and that to be fair, ADS needs to be held to the same criteria. He also stated that the first time this bid was advertised, they also spoke about how low ADS’s pricing is and feel that it is

inadequate. Mr. Bray also stated that asking his company to fly in a representative to attend this meeting and then not being able to provide input before the committee makes its decision is quite unfair.

Mr. Bray also spoke of a lot of inaccuracies in the previous bids for this project and suggested the other companies submit their contracts that they have with other municipalities and utilities to be able to prove that it was that contractor that did the project and verify the value of those projects. He added that especially relevant is the size of the projects.

Attorney Wright stated that their comments have been received and the minutes will reflect those comments, and that the firms will have the opportunity to provide comments to the City Council as well.

Mr. Cozadd noted that the committee is only focusing on this bid and not the previous ones.

Mr. Curt Landry with HYPOWER stated that the job that ADS said they performed was not theirs; and that it belongs to another company.

Mr. Juan Martinez of ADS stated they are part owners of JM, they are their sister company, and that the owner of ADS is part owner of JM, who performed the job.

Mr. Landry pointed out that ADS has been his subcontractor for 25 years, but they have never been a contractor for FPL.

With no further comment, the meeting was adjourned at 2:50 PM.

Adopted this \_\_\_\_ of \_\_\_\_\_ 2024.

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Jeffery Cozadd, Chairman

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Kim Montgomery, Deputy City Clerk