

**MINUTES OF THE
PRELIMINARY SCREENING OF APPLICANTS**

**Phase II Renovations
Northwest Louisiana State Office Building
Shreveport, Louisiana
Project No. 01-107-22H-OFC, F.01004348**

A meeting of the selection committee for the scoring and ranking of Proposers for the project referenced above was held in the Claiborne Building, 1201 N. Third Street, 1-136A Thomas Jefferson Room, Baton Rouge, Louisiana 70802 on Tuesday, January 23, 2024.

The meeting was called to order at 11:33 AM by Bobby Boudreaux, FPC Assistant Director and RFQ Coordinator. Those committee members present were: Timothy Brandon, David Dumas, Matthew Baker, Roy Dowling, William Wilson.

The first item of business was to ask for any public comments. There were none.

The next item of business was the scoring and ranking of applicants. Mr. Boudreaux explained the scoring and ranking of proposals and he noted that proposals were distributed to the committee members prior to this meeting for review, outlining the following:

The purpose of this meeting is to score and rank the Proposals to determine if a recommendation to award a contract to the Proposer that received the highest score on its Proposal will be made or if the 3 Proposers with the highest scoring Proposals will be granted interviews. Ballots were provided to each committee member for the purpose of ranking each Proposal 1st, 2nd or 3rd for four different evaluation and selection criteria. The following scores are assigned to each rank: 1st = 3 points, 2nd = 2 points and 3rd = 1 point. Scoring will be in descending order with the highest total score representing the best score.

The first evaluation and selection criteria outlined in Tab 1 of the RFQ is History, Organization, Financial Condition of Proposer, which includes:

- Business organization and history of the Proposer
- Organization structure
- Financial condition

Mr. Boudreaux requested the committee members share their thoughts and recommendations for this criteria. Committee members shared some strong points and weak points of the proposers' submittals for this criteria. Mr. Boudreaux requested that committee members complete their ranking on this evaluation and selection criteria on their ballots.

Mr. Boudreaux explained that the second evaluation and selection criteria that was outlined in Tab 2 of the RFQ is Qualifications & Staffing Plan, which includes:

- Pre-Construction Program
- Experience of key personnel including proposed partners and others proposed in key roles for the project.
- Relationships with the sub-contractor market
- Pre-construction phase staffing plans
- Construction phase staffing plans

Mr. Boudreaux requested the committee members share their thoughts and recommendations for this criteria. Committee members shared some strong points and weak points of the proposers' submittals for this criteria. Mr. Boudreaux requested that committee members complete their ranking on this evaluation and selection criteria on their ballots.

Mr. Boudreaux explained that the third evaluation and selection criteria that was outlined in Tab 3 of the RFQ is Approach & Methodology, which includes:

- Management approach

- Project organization
- Expectation of being able to propose and meet an acceptable GMP on time that meets the Owner's expectations
- Unique capabilities/resources
- Proposed strategy to maximize DBE, SE, and/or Veteran-Owned Firms participation on this Project
- Safety program

Mr. Boudreaux requested the committee members share their thoughts and recommendations for this criteria. Committee members shared some strong points and weak points of the proposers' submittals for this criteria. Mr. Boudreaux requested that committee members complete their ranking on this evaluation and selection criteria on their ballots.

Mr. Boudreaux explained that the fourth and final evaluation and selection criteria that was outlined in Tab 4 of the RFQ is Past Performance and Experience on Similar Projects, which includes:

- Pre-construction and construction experience of Proposer and its Management Team on similar projects with comparable scale and complexity.
- Experience with innovative delivery and procurement strategies
- Experience in proposing innovative design alterations that preserve quality at less cost
- History of previous professional relationship(s) between proposed team members, the Architect, and the Owner
- Demonstration of ability to provide well integrated, team approach to pre-construction services on past projects
- Satisfaction on similar projects verified with past employers/customers.
- Past performance of DBE, SE and/or Veteran-Owned Firms participation on similar projects
- Safety record

Mr. Boudreaux requested the committee members share their thoughts and recommendations for this criteria. Committee members shared some strong points and weak points of the proposers' submittals for this criteria. Mr. Boudreaux requested that committee members complete their ranking on this evaluation and selection criteria on their ballots.

Mr. Boudreaux collected the ballots and read the rankings aloud. The rankings were recorded, scored and totaled to derive a total score for each Proposer. The following scores are assigned to each rank: 1st = 3 points, 2nd = 2 points and 3rd = 1 point. Scoring is descending order with the highest total score representing the best score.

The following scores were recorded.

History, Organization, Financial Condition of Proposer

	Timothy Brandon	David Dumas	Matthew Baker	Roy Dowling	William Wilson	Total
Broadmoor, LLC	3	1	3	3	2	12
Clark Contractors			1	2		3
Hand Construction, LLC	1	2				3
The Lemoine Company, LLC & Brown Builders, Inc., A Joint Venture				1	3	4
Wieland Davco Corporation	2	3	2		1	8

Qualifications and Staffing Plan

	Timothy Brandon	David Dumas	Matthew Baker	Roy Dowling	William Wilson	Total
Broadmoor, LLC	1	2	3	3	3	12
Clark Contractors			2			2
Hand Construction, LLC				1		1
The Lemoine Company, LLC & Brown Builders, Inc., A Joint Venture	2	3	1		1	7
Wieland Davco Corporation	3	1		2	2	8

Approach and Methodology

	Timothy Brandon	David Dumas	Matthew Baker	Roy Dowling	William Wilson	Total
Broadmoor, LLC	3	1	3	3	3	13
Clark Contractors			2			2
Hand Construction, LLC	1	3		1		5
The Lemoine Company, LLC & Brown Builders, Inc., A Joint Venture					1	1
Wieland Davco Corporation	2	2	1	2	2	9

Past Performance and Experience on Similar Projects

	Timothy Brandon	David Dumas	Matthew Baker	Roy Dowling	William Wilson	Total
Broadmoor, LLC	3	1	3	3	3	13
Clark Contractors	1	2	1	2	1	7
Hand Construction, LLC		3		1		4
The Lemoine Company, LLC & Brown Builders, Inc., A Joint Venture			2			2
Wieland Davco Corporation	2				2	4

A sum of the rankings was calculated to determine the total score:

	History, Organization, Financial Condition of Proposer	Qualifications and Staffing Plan	Approach and Methodology	Past Performance and Experience on Similar Projects	Total
Broadmoor, LLC	12	12	13	13	50

Clark Contractors	3	2	2	7	14
Hand Construction, LLC	3	1	5	4	13
The Lemoine Company, LLC & Brown Builders, Inc., A Joint Venture	4	7	1	2	14
Wieland Davco Corporation	8	8	9	4	29

Mr. Boudreaux then explained that at this time, the selection review committee may either:

1. Vote to recommend in writing to the Owner that the Part A: Pre-Construction Services contract be awarded to the Proposer that received the highest total score on its Proposal; or
2. Vote to grant an Interview/Presentation to the 3 Proposers with the highest scoring Proposals.

Ballots were distributed to committee members. Mr. Boudreaux explained that a “Yes” vote on this ballot indicates a vote to recommend that the owner award the contract to the proposer that received the highest total score, Broadmoor, LLC, and a “No” vote indicates a recommendation to grant an interview to the 3 proposers with the highest scores. Committee members completed their ballots and Mr. Boudreaux read them aloud.

The following votes were recorded:

Vote to Recommend Highest Score Proposer be Awarded the Contract	Timothy Brandon	David Dumas	Matthew Baker	Roy Dowling	William Wilson
Recommend Award?	Y	Y	Y	Y	Y

By unanimous “Yes” votes, the committee will recommended to the Owner that the Part A: Pre-construction Services contract be awarded to Broadmoor, LLC.

Meeting was adjourned at 12:06 PM.