

**MINUTES OF THE
PRELIMINARY SCREENING OF APPLICANTS**

**Laboratory Renovations, Medical Education Building
LSU Health Sciences Center, New Orleans, Louisiana
Project No. 19-604N-21-02, F.19002360**

A meeting of the selection committee to determine the shortlist of interviewees for the project referenced above was held in the Claiborne Building, 1201 N. Third Street, Room 1-153 Iowa Room, Baton Rouge, Louisiana 70802 on August 2, 2022.

The meeting was called to order at 3:00 p.m. by Daina Kroll, FPC Administrative Director. Those committee members present were: Bayne Dickinson, Christian Generes, David Van Alstine, Christopher Poche, Kirk Deslatte.

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.

The voting procedure was explained by Daina Kroll:

- Proposals were distributed to the committee members prior to this meeting for review. The purpose of this meeting is to score and rank the applicants to determine a shortlist that will be invited to interview. Committee members will provide scores in 4 categories:
 - History, Organization, Financial
 - Qualifications & Staffing Plan
 - Approach & Methodology
 - Past Performance on Similar Projects
- Ballots will be provided to each committee member where they will score applicants on these four categories, their first choice scored as 1, second choice scored as 2, third choice scored as a 3, etc.
- For each category, the scores of each applicant will be totaled and the applicants will be ranked according to their total. Rank will be assigned to totals in ascending order, a rank of 1 goes to the lowest total.
- The rankings for each category will then be totaled for a final score for each applicant.
- A roll-call vote will take place for invitation to interview, starting with the applicant with the lowest score and proceeding in ascending order. Each applicant will receive a “yes” or “no” vote from each committee member. Each applicant that receives a majority of “yes” votes will be invited to be interviewed. Voting will end when there are a minimum of two, but not more than five applicants to be invited to be interviewed.

The following scores were recorded via ballots, the totals were calculated and applicants were ranked.

HISTORY, ORGANIZATION, FINANCIAL

	Broadmoor	Donahue Favret	Lemoine	Woodward Design + Build
Bayne Dickinson	1	3	4	2
Christian Generes	2	3	4	1
David Van Alstine	1	4	2	3
Christopher Poche	1	2	3	4
Kirk Deslatte	1	4	2	3
TOTAL	6	16	15	13
RANK	1	4	3	2

QUALIFICATIONS & STAFFING PLAN

	Broadmoor	Donahue Favret	Lemoine	Woodward Design + Build
Bayne Dickinson	1	3	4	2
Christian Generes	3	2	4	1
David Van Alstine	1	3	2	4
Christopher Poche	3	1	4	2
Kirk Deslatte	3	2	1	4
TOTAL	11	11	15	13
RANK	1	1	3	2

APPROACH & METHODOLOGY

	Broadmoor	Donahue Favret	Lemoine	Woodward Design + Build
Bayne Dickinson	2	4	3	1
Christian Generes	2	3	1	4
David Van Alstine	2	4	1	3
Christopher Poche	1	2	3	4
Kirk Deslatte	3	4	1	2
TOTAL	10	17	9	14
RANK	2	4	1	3

PAST PERFORMANCE-SIMILAR PROJ

	Broadmoor	Donahue Favret	Lemoine	Woodward Design + Build
Bayne Dickinson	2	3	4	1
Christian Generes	3	1	4	2
David Van Alstine	1	3	2	4
Christopher Poche	1	3	2	4
Kirk Deslatte	1	2	4	3
TOTAL	8	12	16	14
RANK	1	2	4	3

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

RANKING	Broadmoor	Donahue Favret	Lemoine	Woodward Design + Build
History, Organization & Financial	1	4	3	2
Qualifications & Staffing Plan	1	1	3	2
Approach and Methodology	2	4	1	3
Past Performance - Similar Projects	1	2	4	3
TOTAL - PHASE A SCORE	5	11	11	10

A roll call vote was conducted in ascending order of the total scores to determine the interviews.

Roll Call for Interviews	Broadmoor	Donahue Favret	Lemoine	Woodward Design + Build
Bayne Dickinson	Y	Y	Y	Y
Christian Generes	Y	Y	Y	Y
David Van Alstine	Y	Y	Y	Y
Christopher Poche	Y	Y	Y	Y
Kirk Deslatte	Y	Y	Y	Y
Invite for Interview	Y	Y	Y	Y

All four firms will be invited to interview.

Meeting was adjourned at 3:13 p.m.