

**LAKE TECHNICAL COLLEGE**  
**Special Board of Directors Meeting**  
**August 22, 2016**  
**3:00 p.m.**

The Board of Directors for Lake Technical College held a special meeting on Monday, August 22, 2016. Vice-Chairperson, Dr. Isaac Deas, called the meeting to order at 3:00 p.m. in the Board Room, Eustis, Florida.

**DETERMINATION OF A QUORUM:**

**PRESENT:**

**Vice-Chairperson,** Dr. Issac Deas

**Director Members:** Mr. Joe Baxter, Mr. Mickey Gauldin, Tavares Fire Chief, Richard Keith, Mr. C.A. Vossberg, and Member, Mrs. Judy Beda

**Officers:** President, Dr. Diane W. Culpepper, PhD, Treasurer, Mrs. Lorraine Foster, Secretary, Mrs. Lana F. Payne

**Not Present:** Board Chairperson: Chairperson, Mr. Fred Cobb,

**APPROVAL OF THE MINUTES:** Approval of the Minutes of the July 18, 2016 Meeting;

Member, Mr. Joe Baxter, moved **APPROVAL OF THE MINUTES OF THE JULY 18, 2016 MEETING AS PRESENTED.** The Motion was seconded by Member, Mr. Mickey Gauldin; the motion carried unanimously.

**PUBLIC COMMENT:** None.

**PROGRAM SPOTLIGHT:** None.

**REPORTS:** None.

**UNFINISHED BUSINESS:** None.

**CONSENT AGENDA:** None.

**NEW BUSINESS:**

**Construction Management Firm for the Center of Advanced Manufacturing (CAM)** Dr. Culpepper stated that it is an exciting day; reaching the point to be able to vote on this topic. She requested Director of Facilities, Mr. Jack Miller, to provide additional details about the Lake County School Board's (LCSB) selection process, or ranking of, the construction management firms. Additionally, she thanked Board of Director Member, Mr. C. A. Vossberg, for all of his help throughout the entire process and for continuing to keep the Board informed and involved explaining that Mr. Vossberg recently participated in the Professional Services Selection Committee meetings to listen and observe; however, he was not able to vote at these meetings.

Dr. Culpepper explained that Member Vossberg’s vote will be represented as part of the Charter Board of Directors votes.

Director Miller summarized that on June 23, 2016, an advertisement was placed in The Daily Commercial newspaper and also in the Florida Bid Reporting Services website. An email communication was sent to one hundred sixty-one (161) perspective bidders; of those, thirteen (13) submitted bids. Later, on June 30<sup>th</sup> a non-mandatory pre-proposal meeting was held to provide an opportunity for the firms to ask questions about the project; seventeen (17) firms attended along with LTC’s architect. A site-visit was conducted on July 11, 2016 providing an opportunity for the construction firms to take photos of the site and ask additional questions. The questions generated by the firms were posted on the website, so that all firms received consistent answers. On August 4 2016, the Professional Services Selection Committee met to score the thirteen (13) firms based on a scale provided. The committee discussed each firm and selected four (4) top firms. On August 11, 2016, those top-ranked firms were given the opportunity to conduct a thirty-minute presentation and were allowed a ten minute questions and answers session by the committee.

The final ranking sheet based on the committee’s vote on August 11<sup>th</sup> reflected the following:

**Interviews of Short-List Firms EVALUATION FORM**  
**RFQ #201601-Lake Tech Construction Manager**

	Committee Member 1 - Evaluation Points Total	Committee Member 1 - Ranking Points	Committee Member 2 - Evaluation Points Total	Committee Member 2 - Ranking Points	Committee Member 3 - Evaluation Points Total	Committee Member 3 - Ranking Points	Committee Member 4- Evaluation Points Total	Committee Member 4 - Ranking Points	Committee Member 5- Evaluation Points Total	Committee Member 5 - Ranking Points	RANKING POINTS TOTAL:
<b>Totals / Ranking Order:</b>											
Evergreen Construction Management, Inc.	93.00	4	83.00	3	88.00	4	93.00	4	95.00	4	19.00
Charles Perry Partners, Inc.	82.00	1	86.00	4	84.00	3	90.00	2	93.00	3	13.00
Gilbane Building Company	89.00	3	77.00	1	81.00	2	92.00	3	89.00	1	10.00
H.J. High Construction Company	85.00	2	78.00	2	80.00	1	83.00	1	91.00	2	8.00

Dr. Culpepper asked Member Vossberg to share, from his perspective, his experiences while serving on the Professional Services Selection Committee.

He stated that, unfortunately, he was unable to attend the August 11<sup>th</sup> presentation meeting; however, he was involved to oversee the process proceeding that. He reported being pleasantly surprised about how smoothly the process went. He stated what was interesting to him was that even before the selection committee met, it seemed like the members rankings were almost in-

line with each other. He stated that the process was a very objective way of making a subjective decision. There were many things taken into account as he has done as a business owner; however, it was more in-depth and done in a more formal way. He said that the process substantiates the ranking list. By discussing matters concerning the financial ability of the firm, similar projects that had been completed, who the on-site project manager would be, how much experience that individual had, and the location of the firm; all of that information was taken into consideration and weighted as a part of establishing the final ranking as presented to the Board.

Additionally, he said the committee consisted of a good cross-section of individuals who understood what LTC is and what the school is involved in. Over all, he said he was very happy with the entire process.

Director Miller stated that there were two items in the process that were automatically scored:

- (1) Is the firm a Minority Business?
- (2) The firms distance is from the construction site.

Dr. Culpepper stated that LCS uses this process on a regular basis and that she had requested the committee consist of members who were knowledgeable about LTC and this community. She said that was most important to her going through this process; to have an understanding of what LTC was doing and why. She told Members that she did not participate in this process, so that she would have an objective perspective as well.

Executive Director, Dr. Diane Culpepper provided to Members the committee's ranking recommendation as presented by Director Miller for consideration. The ranking listed Evergreen Construction Management, Inc. as the number one ranking construction company. She explained that the purpose of the Special Meeting is to allow Charter Board Members to either accept the recommended ranking of firms as presented or to establish its own ranking based on the scores provided. Then, requesting separate Board approval authorizing LTC to enter into negotiations with the selected firm, to determine actual costs of the project.

Vice-Chairperson, Dr. Deas stated that it would be hard-pressed to think that the Board of Directors could offer better insight. Personally, he felt there were very knowledgeable people present at the time of firm presentations and questioned if Members felt comfortable with the ranking.

- **RFA: Establish Construction Management Firm Ranking**

Member, Chief Richard Keith, moved **APPROVAL OF THE RANKING LIST OF CONSTRUCTION MANAGEMENT FIRMS AS PRESENTED WITH EVERGREEN CONSTRUCTION MANAGEMENT, INC. RANKING FIRST.** The Motion was seconded by Member, Mrs. Judy Beda; the motion carried unanimously.

Dr. Culpepper requested an amendment to the motion to better clarify the ability to move to the next highest ranking firm should no agreement through negotiations.

Member, Mr. Joe Baxter, moved **TO AMEND THE PREVIOUS MOTION, AND APPROVE THE ACTUAL RANKING OF THE CONSTRUCTION MANAGEMENT FIRMS LIST AS PRESENTED, ALLOWING LAKE TECHNICAL COLLEGE THE OPTION, IF UNABLE TO COME TO AN AGREEMENT WITH THE HIGHEST RANKING FIRM LISTED, TO BEGIN NEGOTIATIONS WITH THE NEXT HIGHEST**

**RANKING FIRM.** The amended Motion was seconded by Member, Mr. Mickey Gauldin; the amended motion carried unanimously.

Member, Chief Richard Keith, stated that this committee and LTC's staff have done a phenomenal job in weighing all of the options, and also feels hard-pressed, as a Board Member, to even justify moving away from the recommendation. Dr. Culpepper requested to amend the initial Motion to accommodate the ability to, should negotiations not work out with the number one ranking firm, to be able to proceed to the second ranking firm and so on.

- **RFA: Authorization to Negotiate with Highest Ranking Construction Management Firm**

Dr. Culpepper stated that including herself, the following other individuals will participate on the negotiations committee to establish costs for the project:

- Mr. Jack Miller, LTC Director of Facilities
- Mrs. Pamela Hayes; Purchasing Manager
- LCS, Attorney, Mr. Kevin Stone, Stone and Gerken
- Mr. Craig Jackson LCS Director of Facilities, and herself.

Member, Mr. Joe Baxter, moved **TO AUTHORIZE THE NEGOTIATIONS WITHIN THE RANKINGS.** The Motion was seconded by Member, Chief Richard Keith; the amended motion carried unanimously.

Member, Mickey Gauldin questioned if a target date had been determined for the project. Dr. Culpepper stated that a pre-negotiating meeting is scheduled later this week and the first negotiations meeting will be held the week after. She said once those meetings have taken place, she will have better information to project a target date.

Director Miller stated that Evergreen Construction Management, Inc. must first coordinate with subcontractors to work out the details of costs prior to meeting with the committee. Member, Joe Baxter questioned if any of the subcontractors were involved in the Professional Services Selection Committee meetings. Director Miller stated no. Member Mickey Gauldin what the bottom-line number will be for a project in order to counter offer. Director Miller stated that the architect previously met with builders to come up with an estimate and all firms were made aware of that range. He said there were questions from the construction firms regarding timelines and how firm the range amount was. Discussion ensued among Members regarding incentive for early completion. Member, C. A. Vossberg stated that he did recall seeing in the packets that every firm submitted, mention of finishing their projects ahead of schedule, because the firms were proud of the ability to do so. Member, Mickey Gauldin stated that he would like to see the job done right, rather than ahead of schedule. He also questioned if the architect supported the ranking list. Director Miller stated that the architect was not involved in ranking process. Dr. Culpepper stated that the architect will not be involved until there is an agreement made about price and specifics of the project.

She stated the she is appreciative of LCS Mr. Jackson and Mrs. Hayes who are assisting LTC through this process. This is their expertise and their building and it is very important that we all work together.

There was no further discussion.

Vice-Chairperson reminded Members the importance of attending the upcoming September Board Meeting as approval is needed for the 2015-2016 final and 2016-2017 beginning budgets.

**DATE/TIME OF NEXT MEETING:**

Pre-scheduled meetings for 2016-2017 school year.

- 2<sup>nd</sup> First Quarter: Monday, September 19, 2016 (Budgetary)
- Second Quarter: Monday, December 12, 2016 (location TBD)
- Third Quarter: Monday, March 6, 2017 (location TBD)
- Fourth Quarter: Monday, May 15, 2017 (location TBD)

All meetings to begin at 2:30 p.m.

Locations to be determined for meetings following the September meeting.

**ADJOURNMENT:**

Respectfully submitted,

A handwritten signature in cursive script that reads "Diane W. Culpepper". The signature is written in a dark ink and is positioned above the typed name.

Dr. Diane W. Culpepper,  
Executive Director