

**MINUTES OF THE
PRELIMINARY SCREENING OF APPLICANTS**

**Louisiana State Police Crime Laboratory
Department of Public Safety & Corrections
Baton Rouge, Louisiana
Project No. 08-419-23-03, F.08000151**

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, Colorado Rm 1-141, Baton Rouge, Louisiana 70802 on 6/13/2024.

The meeting was called to order at 9:00 AM by Bobby Boudreaux, FPC Assistant Director and RFQ Coordinator. Those committee members present were: Shane Higdon, Hunter Arrighi, Chad Guidry, Cheryl Cloud, Charles Funderburk.

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 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 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 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 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

	Shane Higdon	Hunter Arrighi	Chad Guidry	Cheryl Cloud	Charles Funderburk	Total
Womack-Donahue JV LLC	1	1	1	2	2	7
Woodward-NRK JV						
LEMOINE	3	3	3	3	3	15
Arkel Caddell JV	2	2	2	1	1	8
Broadmoor and Stuart & Co, JV						
MAPP						
The McDonnel Group						

Qualifications and Staffing Plan

	Shane Higdon	Hunter Arrighi	Chad Guidry	Cheryl Cloud	Charles Funderburk	Total
Womack-Donahue JV LLC	3	1	2	2	3	11
Woodward-NRK JV						
LEMOINE	1	3	3	3	2	12
Arkel Caddell JV	2	2	1		1	6
Broadmoor and Stuart & Co, JV				1		1
MAPP						
The McDonnel Group						

Approach and Methodology

	Shane Higdon	Hunter Arrighi	Chad Guidry	Cheryl Cloud	Charles Funderburk	Total
Womack-Donahue JV LLC	3	1	3	3	2	12
Woodward-NRK JV						
LEMOINE	2	3	2	2	1	10
Arkel Caddell JV	1	2	1			4
Broadmoor and Stuart & Co, JV						
MAPP				1	3	4
The McDonnel Group						

Past Performance and Experience on Similar Projects

	Shane Higdon	Hunter Arrighi	Chad Guidry	Cheryl Cloud	Charles Funderburk	Total
Womack-Donahue JV LLC	3		1	2		6
Woodward-NRK JV						
LEMOINE		2	3	3	3	11
Arkel Caddell JV	2	3	2	1		8
Broadmoor and Stuart & Co, JV						
MAPP					1	1
The McDonnel Group	1	1			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
Womack-Donahue JV LLC	7	11	12	6	36
Woodward-NRK JV					
LEMOINE	15	12	10	11	48
Arkel Caddell JV	8	6	4	8	26
Broadmoor and Stuart & Co, JV		1			1
MAPP			4	1	5
The McDonnell Group				4	4

Mr. Boudreaux then explained that the 3 Proposers with the highest scoring Proposals will be invited to an interview. Those Proposers invited are:

- Womack-Donahue JV LLC
- LEMOINE
- Arkel Caddell JV

Mr. Boudreaux explained that these firms will be contacted and provided additional information on the interviews.

Mr. Boudreaux explained the interview process to the committee members, answered their questions on the process, explained how executive session works, and the balloting procedure after the interviews are complete and the public meeting resumes.

Meeting was adjourned at 9:58 a.m.