

# PEACE RIVER MANASOTA REGIONAL WATER SUPPLY AUTHORITY

Hon. Alan Maio  
Sarasota County

Hon. Elton A. Langford  
DeSoto County

Hon. Bill Truex  
Charlotte County

Hon. George Kruse  
Manatee County

Mike Coates, P.G., Executive Director

DATE: May 6, 2022

TO: Mike Coates, Executive Director

FROM: Ann Lee, Finance & Budget Sr. Manager

RE: Notice of Shortlisting and Invitation to Interview regarding the Owner's Agent Services Request for Proposals

In accordance with the Authority's Procurement Policy Section 5.4.3(b), the Professional Services Evaluation Committee (PSEC) met on May 6, 2022 to review the Proposals submitted for the Owner's Agent Services RFP.

It is the discretion of the PSEC to proceed with formal interviews of the firms, and the PSEC elected to proceed with formal interviews of the top three (3) ranked firms, Black & Veatch, Brown & Caldwell and Freese & Nichols. The interviews will be held at the Authority Administrative Offices, 9415 Town Center Parkway, Lakewood Ranch, FL on Monday, May 16, 2022. The public meeting will convene at 10:00 am with interviews conducted at the following times:

- Black & Veatch 10:00 am
- Brown & Caldwell 10:45 am
- Freese & Nichols 11:30 am

It is noted that rankings from the short list meeting will not be carried over to the formal interview process and that firms are presenting in alphabetical order only. The interview will allow for a 20-minute presentation by each firm with additional time allotted for questions and answer thereafter between the PSEC members and the firm. The PSEC would prefer firms present on how they assisted an owner throughout a project using the reference projects from their submitted proposals as they relate to the selection criteria identified within the Request for Proposals. Firms are requested to bring a copy of their presentation on a USB drive for inclusion into the record documents.

The Authority has audio visual equipment and resources available for use during the presentations. Any firm wishing to assess the compatibility of their presentation equipment shall contact Rachel Kersten at [RKersten@regionalwater.org](mailto:RKersten@regionalwater.org) to schedule a date and time.

Any requests for additional information must be presented in writing via e-mail at [procurement@regionalwater.org](mailto:procurement@regionalwater.org) no later than 5:00 p.m. Eastern Standard Time on May 11, 2022. Consultants are responsible to review the Authority's website for the Authority's responses to any questions timely submitted.