

## MINUTES OF THE SELECTION COMMITTEE INSTRUCTIONS

**Jetson Center for Youth  
Office of Juvenile Justice  
Baker, Louisiana  
Project No. 08-403-04-02, Part 09, F.08000078**

A meeting of the selection committee for the review of scoring and ranking procedures for the project referenced above was held in the Claiborne Building, 1201 N. Third Street, 1-155 North Dakota Room, Baton Rouge, Louisiana 70802 on 4/29/2025.

The meeting was called to order at 1:00 p.m. by Matthew Baker, FPC Assistant Director and RFQ Coordinator. Those committee members present were: Tad Sebastian, Charles Funderburk, Jason Starns, Rick Lipscomb, John Donahue.

The first item of business was the review of the scoring and ranking procedures. Mr. Baker explained the procedures for receipt and distribution of proposals, the evaluation criteria outlined in the RFQ, and the scoring and ranking procedures for the Scoring and Ranking, also referred to as "Shortlisting" meeting.

As explained by Mr. Baker, the purpose of the Scoring and Ranking, or Shortlisting, meeting is to score and rank the Proposals to determine the 3 Proposers with the highest scoring Proposals, which will be granted interviews. Ballots will be provided to each committee member for the purpose of ranking each Proposal 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> for four different evaluation and selection criteria. The following scores will be 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 that committee members will rank the proposers is 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

The second evaluation and selection criteria that committee members will rank the proposers is 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

The third evaluation and selection criteria that committee members will rank the proposers is 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

The fourth and final evaluation and selection criteria that committee members will rank the proposers is 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. Baker then took questions from the committee members and clarified the procedures as needed to ensure their full understanding.

Meeting was adjourned at 1:22 p.m.