

**IMMOKALEE WATER AND SEWER DISTRICT
RFQ FY2024-02
Water Softening & Emerging Contaminants Project**

Selection Committee Meeting

Meeting Minutes

**Friday, July 26, 2024, at 9:00 AM
IWSD Board Room**

1020 Sanitation Road, Immokalee, FL 34142

1) Call to Order (*meeting commenced at ~9:03AM*)

– *Committee Member Sarah Catala: Call to Order @9:03AM*

– *Introductions and roles (See attached sign-in sheet for list of attendees)*

– *Brief explanation of today's meeting, agenda items and interviews / rankings*

2) Public Comments: *No comment.*

3) Review and Discuss Minimum Qualifications for Review:

– *Committee Member Sarah Catala's comments:*

- Expressed that both submittals were thorough and inclusive of all required qualifiers to deem them responsive and responsible. Noted that although no Bonding certificates were provided, this was addressed in the descriptions under the Litigation section.

– *Committee Member Lance York's comments:*

- From what he's seen they (both submittals) are responsive and responsible.

– *Committee Member Louis Brunetti's comments:*

- Checked both submittals for Responsiveness and agrees with other members that both parties should be considered Responsive.
- Both submittals showed plenty of experience and should be considered Responsible

Committee Member James Jean Louis's comments:

- Agrees that both submittals are Responsive and Responsible.
- Noted that one firm had plant operator on team.

Committee Member Christopher Lofton's comments:

- Focused mostly on the experience and approach and schedule portions and both submittals were adequate.
- Both showed ample experience.

4) *Discussion on RFQ Submittals regarding minimum qualifications*

– *Committee Member Sarah Catala's comments:*

- Criterion #1 – Both met

- Criterion #2 – A & B Both met. Sub item “C”, one firm provided a list, and one firm did not provide a list but addressed this item via a paragraph. Considered addressed.
- Criterion #3 – Both met. Potential concern around availability for key personnel. Both parties Responsive and Responsible.
- Criterion #4 – Both met criteria.
- Both met criteria for required forms.

– Committee Member Lance York’s comments:

- Both firms are qualified and met criteria required.
- Excited and impressed so far, Focused on the process approach.

– Committee Member Louis Brunetti’s comments:

- Criterion #1 – Both provided necessary information.
- Criterion #2 – A & B Both met. Item C considered addressed.
- Criterion #3 – Both provided.
- Criterion #4 – Both met criteria.

Committee Member James Jean Louis’s comments:

- Agrees that both submittals met criteria and established they had a local office.

Committee Member Christopher Lofton’s comments:

- Notes both approaches are similar with some differences.
- Both firms provided evidence of local office.
- Both firms met criteria.

Before moving to the next agenda item Committee Member Sarah Catala makes clear that all committee members deem both Firms’ submittals Responsive and Responsible.

5) Discuss whether or not to conduct interviews: *Interviews would be Friday August 9th, Decision to conduct interviews to be based on majority vote by Committee Members:*

Committee Member Sarah Catala – YES

Committee Member Lance York – YES

Committee Member Louis Brunetti – NO

Committee Member James Jean-Louis – YES

Committee Member Christopher Lofton – YES

Opportunity for Public Comment: No Comment.

Decision – Firms to return to IWSD Board Room Friday, August 9th to conduct interviews before final ranking of submittals for RFQ FY2024-02.

Interview schedule, format, and specific questions to answer in presentations will be delivered to each submitting firm by end of business day, Monday, July 29, 2024.

6) *Adjourn – RFQ FY2024-02 Selection Committee Meeting adjourned at ~9:36 AM*



SIGN IN SHEET

Immokalee Water and Sewer District
 Water Softening & Emerging Contaminant Treatment Systems
 Friday, July 26, 2024 at 9:00 AM

IWSD Board Room

1020 Sanitation Road, Immokalee, FL 34142

RFQ FY2024-02 SELECTION COMMITTEE MEETING

Initials	Name	Company	Telephone	Email Address
SC	Sara Catala	IWSD	239-658-3630	saracatala@immokaleewatersewer.com
JL	James Jean Louis	IWSD	239-564-9011	jamesjeanlouis@immokaleewatersewer.com
LB	Louis Brunetti	IWSD	239-503-9337	louisbrunetti@immokaleewatersewer.com
LY	Lance York	IWSD	239-216-0826	lanceyork@immokaleewatersewer.com
GF	Gary Ferrante	Weston & Sampson	239-223-0725	gferrante@wscinc.com
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RP	RAM PARSAD	McKendrad	813-285-1911	Rparsad@mcimc.com
AL	Alvin Lofth	IWSD	239-966-0385	alvinlofth@iwsd.com
SK	James Sean-Louis	IWSD	2	
LY	Lance York			
MS	MISTY SMITH	IWSD		