

**MINUTES
SELECTION / EVALUATION COMMITTEE
RLI #E-11-17
PROFESSIONAL ARCHITECTURAL SERVICES
FOR CITY HALL 2nd AND 4th FLOOR
RENOVATIONS**

**Engineering Large Conference Room
10:03 a.m. 02/24/17**

The following voting members of the committee were present:

Chris Brown: Co-Executive Director of the CRA

Horacio Danovich: CIP Manager

Christopher Schlageter: Engineering Inspector III

John Sfiropoulos: City Engineer

Also in attendance: Jeff English: Purchasing Agent, non-voting member

This meeting was held for presentations from the three firms that had been scored highest by the Committee at the meeting held on February 9. This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website.

The schedule of presentations was:

10:05 a.m. Cartaya and Associates Architects, PA

10:40 a.m. Song + Associates, Inc.

11:15 a.m. Synalovski Romanik Saye, LLC

Each firm was given twenty minutes for their presentation, with a ten-minute question-and-answer period immediately following. During their presentations, the firms discussed their capabilities and experience. The Committee had specific follow-up questions for each firm.

After the final presentation the Committee discussed their perception of each presentation and each firm's overall response to the cooperative solicitation. Committee members scored the firm they considered most qualified to provide the required services to the City "1," and the next-most-qualified "2," etc. The firm with the fewest total points would be ranked #1. The members proceeded to score the short-listed firms with the following results:

1	Cartaya and Associates Architects, PA	7 points
2	Song + Associates, Inc	7 points
3	Synalovski Romanik Saye, LLC	10 points

A copy of the voting matrix is attached.

An agenda item will be prepared to present the final ranking to the City Commission for their approval to negotiate and enter into a contract, with Song + Associates, Inc., the firm tied for the highest rank, which had the lowest value of past work.

The meeting adjourned at approximately 12:30 p.m.