

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

**Engineering Large Conference Room
3:02 p.m. 02/09/17**

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

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract for the design, bidding, and construction phase services for renovations to the 2nd and 4th floors of City Hall. This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website. Five firms submitted responses to the City's Request for Letters of Interest.

John Sfiropoulos led the technical discussion. The Purchasing Agent reviewed evaluation procedures and distributed Conflict of Interest Statements for completion by all voting members.

Each Committee member had reviewed all of the responses in advance of the meeting. The Committee discussed each of the proposals in alphabetical order, and scored the responses using voting forms containing the evaluation criteria published in the RLI, with the following results:

1)	Song + Associates, Inc.	258
2)	Synalovski Romanik Saye, LLC	257
3)	Cartaya and Associates Architects, PA	253
4)	Gallo Herbert Architects	207
5)	Saltz Michelson Architects, Inc.....	195

A copy of the voting matrix is attached.

The Committee reviewed the results, and decided to request presentations of the top three firms. The Committee agreed each firm should be given identical issues to address in their presentation, with the discussion points to be confirmed via email to the Purchasing Agent. Up to twenty minutes would be allowed for each presentation, with ten minutes scheduled for questions from the Committee. The meeting was scheduled for a future date to be determined based upon availability of the Committee members.

The meeting adjourned at approximately 4:20 p.m.