

**MINUTES  
SELECTION / EVALUATION COMMITTEE**

**RFQ P-33-18  
PLANNING AND DESIGN SERVICES FOR  
DIXIE HIGHWAY STREETScape IMPROVEMENTS PROJECT  
September 27, 2018  
10:00 AM**

The committee consisted of:

Hal Beard, Assist. Director Public Works (Voting)  
Sean Bennie, Engineering Project Manager (Voting)  
Earl Bosworth, Assistant City Manager (Voting)  
Molly Moor, Independent (Voting)  
Horacio Danovich, CIP Manager (Non-Voting)

Also in attendance: Otis J. Thomas, Jeffrey English, and Jill Klaskin Press, Purchasing Department (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide Planning and Design Services for Dixie Highway Streetscape Improvements Project. This meeting was posted as a "Public Meeting." As the proposals contained proprietary financial information and pursuant to Florida Sunshine Law discussion of financial qualifications is precluded from being public. When that portion of the evaluation was discussed, the public was asked to leave the room and that portion of the meeting was recorded.. Six (6) firms submitted responses to the City's Request for Qualifications. The meeting was called to order at 10:03 AM.

Horacio Danovich led the technical discussion. The Purchasing Department 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, and scored the responses using voting forms containing the evaluation criteria published in the RFQ, with the following results:

(1)	Kimley-Horn and Assoc., Inc.....	350
(2)	Calvin, Giordano & Assoc. ....	289
(3)	Louis Berger U.S., Inc.....	265
(4)	Craven Thompson & Assoc.....	254
(5)	Keith and Schnars.....	248
(6)	IBI Group (Florida), Inc.....	212

A copy of the voting matrix is attached. The Committee decided oral presentations would not be required, as the scoring results showed sufficient distinction between the responding firms. The Committee recommended the top ranked firm, Kimley-Horn and Associates to enter into the contract negotiation phase of the process. Additional authorization will be requested to enter into a contract with succeeding firms, if an impasse in negotiation occurs between the City and the top ranked firm. An agenda item will be prepared to present the Committee's recommendation to the City Commission for their approval of the highest ranked firm as detailed above. The Committee meeting adjourned at 12:08 p.m.