

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RFQ P-50-18
PLANNING AND DESIGN SERVICES FOR
SEVEN PARK FACILITY IMPROVEMENT PROJECTS
November 6, 2018
9:30 AM**

The committee consisted of:

Mark Beaudreau, Recreation Program Administrator (Voting)
Brian Campbell, Golf Manager, (Voting)
Brian Donovan, Assistant City Manager (Voting)
Pamela Stanton, Urban Design Planner (Voting)
Horacio Danovich, CIP Manager (Non-Voting)

Also in attendance: 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 Seven Park Facility Improvement Projects. This meeting was posted as a "Public Meeting." Fourteen (14) firms submitted responses to the City's Request for Qualifications. The meeting was called to order at 9:30 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:

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|------|--|---------|
| (1) | Keith & Associates..... | 384.30 |
| (2) | Bermell Ajamil & Partners, Inc..... | 379 |
| (3) | Walters Zackria Associates..... | 362.85 |
| (4) | Craven Thompson & Associates..... | 358 |
| (5) | Stantec Consulting Services, Inc..... | 354 |
| (6) | Miller Legg..... | 345 |
| (7) | Kimley-Horn and Associates..... | 343 |
| (8) | Keith and Schnars..... | 331 |
| (9) | Synalovski Romanik Saye, LLC..... | 328 |
| (10) | Alleguez Architecture..... | 326.975 |
| (11) | Design Kollaborative Architects Planners, Inc..... | 324.45 |
| (12) | Chen Moore and Associates..... | 317 |
| (13) | Calvin, Giordano & Associates..... | 304 |
| (14) | American Contractors (Sure-Fix)..... | 250.95 |

Pursuant to City Ordinance 2018-112 establishing a Local Business Program, Keith and Associates Design Kollaborative Architects and American Contractors were awarded an additional 5% for compliance with Tier 1 requirements. Alleguez Contractors and Walters Zackria were awarded 2.5% for compliance with Tier 2 requirements. 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 then discussed how many firms should be recommended to proceed to the contract negotiation phase of the solicitation

process. The consensus of the Committee was that the top three (3) scored firms would be recommended for moving forward. An agenda item will be prepared to present the Committee's recommendation to the City Commission for their approval to negotiate with the three highest ranked firms as detailed above. The committee also agreed to request additional authorization to enter into a contract with succeeding firms, if an impasse in negotiation occurs between the City and a top ranked firm(s). The Committee meeting adjourned at 10:55 a.m.