

**MINUTES  
SELECTION / EVALUATION COMMITTEE  
RFQ-P-54-18  
ARCHITECTURAL SERVICES  
FOR FIRE/EMERGENCY OPERATION CENTER**

**Purchasing Department Conference Room  
1:30 p.m. 12/12/2018**

The following voting members of the committee were present:

Brian Donavan, Assistant City Manager (voting)  
Tammy Good, CIP Manager (voting)  
John Jurgle, Fire Chief (voting)  
Rob McCaughan, Public Works Director (voting)  
Kimberly Spill-Cristiano (voting)  
Horacio Danovich, CIP Director (non-voting)

Also in attendance: Jeff English, Purchasing Agent, Otis Thomas, Purchasing Director and Jill Klaskin Press, Purchasing Consultant (non-voting members)

This meeting was held for presentations from the three (3) firms that had been scored highest by the Committee at a meeting held on November 28, 2018. 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:

1:30 p.m. Synalovski Romanik Saye, LLC  
2:15 p.m. Currie Soward Arguila Architects  
3:15 p.m. Architects Design Group

Each firm was given twenty minutes for their presentation, with a twenty 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 solicitation. Committee members scored the firm they considered most qualified to provide the required services to the City with "1," and the next-most-qualified "2," etc. The firm with the fewest total points was ranked #1. The members scored the short-listed firms with the following results:

1	Synalovski Romanik Saye, LLC .....	5 points
2	Currie Soward Arguila Architects .....	12 points
3	Architects Design Group .....	13 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 Synalovski Romanik Saye, LLC., the firm with the highest rank.

The meeting adjourned at approximately 4:00 p.m.