

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

**Purchasing Department Conference Room  
1:30 p.m. 11/28/2018**

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, Tammy Thompkins, Purchasing Agent and Jill Klaskin Press, Purchasing Consultant (non-voting members)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract for Architectural Design Services for Fire/Emergency Operation Center. This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website. Nine (9) firms submitted responses to the City's Request for Qualifications.

The Purchasing Agent reviewed evaluation procedures and distributed Conflict of Interest Statements for completion by all voting members. The committee selected Horacio Danovich to lead the technical discussion.

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)	Currie Sowards Arguilla Architects .....	418
2)	Synalovski Romanik Saye, LLC .....	415
3)	Architects Design Group .....	360
4)	Saltz Michelson Architects, Inc.....	349
5)	Pierce Goodwin Alexander & Linville.....	341
(6)	Song & Associates.....	331
(7)	Cartaya and Associates Architects, PA.....	321
(8)	M.C. Harry & Associates.....	290
(9)	The Tamarac Peacock Co. of Florida.....	259

A copy of the voting matrix is attached.

The Committee reviewed the results, and decided to request presentations of the top three firms, Currie Sowards Arguilla Architects, Synalovski Romanik Saye, LLC, and Architects Design Group. The Committee agreed each firm should be given identical issues to address in their presentations. Up to twenty minutes would be allowed for each presentation, with twenty

minutes scheduled for questions from the Committee. The meeting was scheduled for December 12, 2018, based upon availability of the Committee members.

The meeting adjourned at approximately 3:38 p.m.