

**MINUTES
SELECTION / EVALUATION COMMITTEE
RFP-P-04-19
AMPHITHEATER CUSTOM ROOF ADDITION FOR SEATING COVERAGE**

**Purchasing Department Conference Room
10:00 a.m. 1/31/2019**

The following voting members of the committee were present:

Mark Beaudreau, Recreation Program Administrator (voting)
Brian Donovan, Assistant City Manager (voting)
Rob McCaughan, Public Works Director (voting)
Miguel Nunez, Building Official (voting)
Fred Stacer, Independent (voting)
Horacio Danovich, CIP Director (non-voting)

Also in attendance: Otis J. Thomas, General Services Director 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 provide turnkey services to the City to design and install a custom roof system to provide full coverage over The Amphitheatre's seating area. This meeting was posted as a "Public Meeting." Two (2) firms submitted responses to the City's Request for Proposals. The meeting was called to order at 10:17 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 RFP, with the following results:

1	American Contractors	292.95 points
2	Big Span Structures, LLC.....	412 points

Pursuant to City Ordinance 2018-112 establishing a Local Business Program, American Contractors were awarded an additional 5% for compliance with Tier 1 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. An agenda item will be prepared to present the final ranking to the City Commission for their approval to enter into a contract, with Big Span Structures, LLC, the firm with the highest rank.

The meeting adjourned at approximately 11:55:a.m.