

MINUTES
SELECTION / EVALUATION COMMITTEE
RFQ E-16-19 Step-1
Master Development of City Owned Property
July 23, 2019
1:00 PM

The committee consisted of:

Chris Brown, Project Manager (Voting)
Brian Donovan, Assistant City Manager (Voting)
Andrew Jean-Pierre, Finance Director (Voting)
Robert McCaughan, Public Works Director (Voting)
Jack Rogerson, Independent (Voting)
Suzette Sibble, Assistant City Manager (Non-Voting)
Horacio Danovich, CIP Manager (Non-Voting)

Also in attendance: Jeffrey English and Tammy Thompkins, 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 Design, Build, Finance, Operate and Maintenance (DBFOM) Services for Public-Private Partnership (P3) Development. This meeting was posted as a Public Meeting. Of the six (6) firms that submitted proposals to the City's Request for Qualifications (RFQ), five (5) were responsive. The meeting was called to order at 1:06 PM.

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)	E2L Real Estate Solutions, LLC.....	443.825
(2)	OHL Infrastructure, Inc.....	441
(3)	Kaufman Lynn Construction.....	421
(4)	Netta Architects, LLC... ..	388
(5)	Diversified Companies.....	323.9

Pursuant to City Ordinance 2018-46 establishing a Local Business Program, E2L Real Estate Solutions, LLC and Diversified Companies were awarded an additional 2.5% for compliance with Tier 2 requirements. 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 for Step 2 of the project. 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 issue a solicitation to the three highest ranked firms as detailed above. A copy of the voting matrix is attached. The Committee meeting adjourned at 2:07 p.m.