

**MINUTES  
SELECTION / EVALUATION COMMITTEE**

**RLI #T-25-20  
Continuing Contracts for Landscape Architectural Services  
Zoom Virtual Webinar  
1:38 p.m. 10/5/20**

The committee consisted of:

Earl Bosworth, Assistant City Manager (Voting)  
Tammy Good, Capital Improvement Projects Manager (Voting)  
Matt Kudrna, Engineer Project Manager II (Voting)  
Nguyen Tran, Community Redevelopment Agency Director (Voting)

Also, in attendance: Tammy R. Thompkins, Purchasing Agent and Jeff English, Purchasing Agent (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to select firms to provide landscape architectural services to the City and the CRA on a continuing as-needed basis. This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website. Thirteen (13) firms submitted responses to the City's Request for Letters of Interest (RLI).

Nguyen Tran led the technical discussion. The Purchasing Agent 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 in alphabetical order, and scored the responses using voting forms containing the evaluation criteria published in the RLI, with the following results:

(1)	WGI, Inc.....	304
(2)	Keith and Associates .....	291.9
(3)	Stantec Consulting Services, Inc.....	280
(4)	IBI Group (Florida) Inc.....	273
(5)	Miller Legg (Miller Legg & Associates, Inc.) .....	270.6
(6)	Bermello Ajamil & Partners Inc.....	266
(7)	EDSA Inc .....	263.425
(8)	Chen Moore and Associates .....	257
(9)	Calvin, Giordano & Associates .....	256.25
(10)	Kimley-Horn and Associates Inc .....	249.075
(11)	KCI Technologies, Inc.....	230
(12)	Craven Thompson & Associates .....	228
(13)	Toole Design Group.....	284

Pursuant to City Ordinance 2018-46 establishing a Local Business Program, Calvin, Giordano & Associates., EDSA, Inc., Kimley-Horn and Associates, Inc., and Miller Legg (Miller Legg & Associates, Inc.) were awarded an additional 2.5% for compliance with Tier-2 requirements. Keith and Associates was 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. The consensus of the Committee was that all thirteen (13) firms would be recommended for contracts. An agenda item will be prepared to present the Committee's recommendation to the City Commission for their approval to negotiate a contract with each firm as detailed above.

Agenda items will be prepared to present the Committee's recommendation to the City Commission and the CRA Board for their approval to negotiate with Bermello Ajamil & Partners Inc, Calvin, Giordano & Associates, Chen Moore and Associates, Craven Thompson & Associates, EDSA Inc., IBI Group (Florida) Inc., KCI Technologies, Inc., Keith and Associates, Kimley-Horn and Associates, Miller Legg (Miller Legg & Associates Inc.), Stantec Consulting Services, Toole Design Group and WGI, Inc. The Committee meeting adjourned at approximately 3:36 p.m.