



**Rating Meeting RFQ 710-2024-01
Maitland Library & Park Project
Minutes
August 14, 2024**



10:00 AM

I. CALL TO ORDER

Present: 3 - Stacey Kifolo, Assistant City Manager, Dan Matthys, Community Development Director, and Kimberley Tracy, Public Works Director

Absent: 1 - Jay Conn, Parks & Recreation Director - Tiffany Johnson, Community Events Coordinators, read aloud the total scores on behalf of Jay Conn

Staff also in attendance were Public Works Project Manager, Karina Clune and Procurement Specialist Melanie Pompos. A sign-in sheet is attached of others in attendance.

Public Works Project Manager Clune called the meeting to order at 10:00 a.m.

II. INSTRUCTIONS TO EVALUATORS

Public Works Project Manager Clune stated the purpose of the meeting is for the Selection Committee to rate and shortlist the submittals received for RFQ 710-2024-01.

1. The announcement of twelve (12) responding firms
2. Evaluation Criteria total score is based on a maximum score of one hundred (100) points.

III. ANNOUNCEMENT OF EVALUATOR RANKINGS

Public Works Project Manager Clune read aloud each proposers' firm's name to the Selection Committee. As each proposers' firm's name is read, the committee members provided their total score for that proposer.

IV. PUBLIC COMMENT: SPEAKERS ARE LIMITED TO THREE (3) MINUTES

Public Works Project Manager Clune opened the public comment period.

There being no one who wished to speak, Public Works Project Manager Clune closed the Public Period.

V. SELECTION COMMITTEE RECOMMENDATION

Ms. Clune read aloud the average score of each proposer in alphabetical order and in order from highest to lowest score. The committee discussed the scoring results and made a recommendation of a shortlist of firms to provide presentations for an upcoming ranking meeting.

1. The Selection Committee voted to move forward with the top four (4) proposers with the highest total score.
2. The top four (4) were:
 - Turner Construction Company with a total rating of 87.875 points
 - Pirtle Construction Company with a total rating of 82 points
 - Williams Company Building Division with a total rating of 79.625 points
 - Oelrich Construction, Inc. with a total rating of 79.5 points

RESULT:	Approve
AYES:	Stacey Kifolo, Dan Matthys, and Kimberley Tracy
NAYS:	None

Public Works Project Manager Clune stated presentations are tentatively scheduled for September 5th, 2024.

VI. ADJOURNMENT

There being no further business to come before the selection committee, the meeting adjourned at 10:13 a.m.