



**Rating Meeting RFQ 710-2024-01
Maitland Public Library & Park
Project Minutes
August 19, 2024**



9:00 AM

I. CALL TO ORDER

Present: 4 - Jay Conn, Parks & Recreation Director (via Zoom), Stacey Kifolo, Assistant City Manager, Dan Matthys, Community Development Director, and Kimberley Tracy, Public Works Director

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 9:00 a.m.

II. DISCUSSION/DECISION: SELECTION COMMITTEE TO CLARIFY SCORES AND CONSIDER THE NUMBER OF FIRMS SELECTED FOR PRESENTATIONS.

Public Works Project Manager Clune stated the purpose of the meeting is for the Selection Committee for RFQ 710-2024-01 to reconvene to clarify final scores and confirm their recommendation.

On August 14, 2024, at 10 a.m. the Selection Committee held a public meeting to read scores and shortlist submittals received for RFQ 710-2024-01. After the meeting and during the verification of scores, a comparison was made between the total score read aloud, and the score sheets provided by the selection committee. There was a discrepancy noted. Two scores read aloud during the meeting were different from what was noted on the score sheet.

H.J. High Construction Company was given a verbal score of 55 and the score sheet showed 66 points.

Meyer Najem Construction, LLC was provided a verbal score of 66 and the score sheet showed 55 points.

Recalculating the scores changed the results. Ms. Clune read aloud the average score of each proposer in alphabetical order, next in order from highest to lowest score, and then by ranking order.

The Selection Committee had initially voted to move forward with the top four (4) proposers with the highest total score.

The top four (4) proposers on 8/14/2024 were:

1. Turner Construction Company
2. Pirtle Construction Company
3. Williams Company Building Division
4. Oelrich Construction, Inc.

With the new information provided, the committee discussed the scoring results and made a recommendation to move forward with the top five (5) proposers with the highest total score:

1. Turner Construction Company
2. Pirtle Construction Company
3. H.J. High Construction Company
4. Williams Company Building Division
5. Oelrich Construction, Inc.

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

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

III. **ADJOURNMENT**

There being no further business to come before the selection committee, the meeting adjourned at 9:10 a.m.