



Office of the Town Manager

Steven J. Alexander
Town Manager

MEMORANDUM

To: Selection Committee Members

From: Steven Alexander, Town Manager

Date: May 23, 2011

Re: **Selection Committee Appointments for RFQ #11-02
Cutler Bay Town Center – Heating, Ventilation, & Air Conditioning (HVAC Services)**

I am hereby appointing those listed below as the Selection Committee for RFQ #11-02, Cutler Bay Town Center Heating, Ventilation, & Air Conditioning (HVAC) Services.

Appointed Selection Committee Members:

Yani Ramos, Administrative Services Director
Rafael Casals, Public Works Director
Erick Carrillo, Stormwater Utility Manger

Please find attached two (2) Proposals which were submitted prior to the RFQ deadline. Each Proposal is accompanied by a scoring sheet which outlines the categories stated in RFQ #11-02. The selection meeting is scheduled to review written material regarding the qualifications of each firm as it relates to the requirements defined in RFQ #11-02, on Monday, June 6th, 2011.

The Selection Committee will evaluate and rank each firm. The Selection Committee by a majority vote will make a final recommendation to the Town Manager. The Town Manager will then review the committee rankings and forward his recommendation to the Town Council, that a contract be negotiated with the highest ranked responsive and responsible proposer(s), based on the committee's evaluation.

Please find below the date and time for the Committee to publicly meet:

EVENT	DATE	TIME
Selection Committee Meeting to discuss individual rankings	6/6/2011	3:30 PM
Announcement of selected Contractor	6/16/2011	2:00 PM





Following the oral presentation, or upon completion of the review process, the Committee shall prepare and submit a memorandum to include a narrative of the evaluation and justification of the top recommended firm(s) based upon the points awarded for each review category. Attach supporting documentation and a summary sheet which MUST include the following information:

Name of firm(s)
Qualification Score(s)
Committee's Overall Final Ranking and Recommendation

This report should be forwarded to the Town Manager's office for review and consideration for further recommendation for negotiations. As a matter of administrative policy and to maintain a fair and impartial process, all individuals appointed to the Selection Committee and staff are instructed to refrain from discussing the solicitation with prospective lobbyists and/or consultants. Committee members are reminded that in accordance with the Cone of Silence, they are prohibited from having any communication with potential respondents and/or their representatives.

cc: Esther Coulson, Town Clerk

