



OFFICE OF THE TOWN MANAGER

Rafael G. Casals, ICMA-CM, CFM

Town Manager

Memorandum

To: Selection Committee Members

From: Rafael G. Casals, ICMA-CM, CFM, Town Manager

Date: January 18, 2023

Re: Selection Committee Appointments for RFQ No. 22-05 Design Services for 16-Acre Legacy Park and Municipal Complex

I am hereby appointing those listed below as the Selection Committee (the “Committee”) for Request for Qualifications (RFQ) No. 22-05 Design Services for 16-Acre Legacy Park and Municipal Complex.

Appointed Selection Committee Members:

- Community Development Director, Dr. Jared E. Munster
- Parks & Recreation Director, Etienne Bejarano
- Public Works Director, Alfredo Quintero, Jr.

Please find attached nine (9) Qualification Packages received, which were submitted prior to the RFQ deadline. Each Proposal is accompanied by a scoring sheet which outlines the categories stated in RFQ No. 22-05.

The selection meeting is scheduled to review written material regarding the qualifications of each firm as it relates to the requirements defined in RFQ No. 22-05, on Wednesday, January 25, 2023 at 1:00 PM in the Town Council Chambers. The Committee shall be governed by the Florida's Government-in-the-Sunshine law (Chapter 286 of the Florida Statutes). The Committee will short list the highest ranked three (3) firms for oral presentations.

A short-list of three (3) Firms will be prepared based on the scoring criteria outlined in the RFQ. The Firms will be provided an RFP which will include a request for a detailed project approach, design concept, proposed rates/hours/reimbursables, and schedule. The Firms will present before the Town Council on Wednesday, March 15, 2023 between 5:00 PM – 8:00 PM. The Firms will participate in a 20-minute oral presentation followed by up to a ten (10)-minute questions-and-answer session. Additional details on the oral presentations will be provided to the short-listed Firms. The oral presentation will be worth twenty-five percent (25%) in the final scoring and the RFP will be worth seventy-five percent (75%). The Town expects to provide a stipend to the short-listed Firms for the RFP design concept efforts.

The Town Council will rank the Firms based upon the RFP and Oral presentations and announce the Selected Firm at the Town Council Meeting on Wednesday, March 22, 2023 at 6:00 PM.





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The Selection Committee will make a final recommendation to the Town Manager of the top three (3) highest ranked Firms. The Town Manager will then review the committee rankings and forward his recommendation to the Town Council of the top three (3) highest ranked Firms.

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

<u>EVENT</u>	DATE*	TIME* (EST)
RFQ Short List Announced & RFP Provided to Short List Firms	01/27/2023	3:00 PM
Oral Presentation – Short Listed Firms	03/15/2023	5:00 PM – 8:00 PM
Announcement of selected Contractors/Cone of Silence ends	03/22/2023	3:00 PM

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. 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 Firms. 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: Mauricio Melinu, Town Clerk
Emma Jones, Senior Principal (Stantec, Inc.)

