



**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: February 2, 2024

Re: **Selection Committee Appointments for RFQ No. 23-09 Design Assist/Construction Services for 16-Acre Legacy Park and Municipal Complex**

---

I am hereby appointing those listed below as the Selection Committee (“Committee”) for Request for Qualifications (“RFQ”) No. 23-09 Design Assist/Construction Services for 16-Acre Legacy Park and Municipal Complex. Appointed Selection Committee Members:

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

Please find attached five (5) RFQ packages received, which were submitted prior to the RFQ deadline, along with the original RFQ package. Each Proposal is accompanied by a scoring sheet which outlines the categories stated in RFQ No. 23-09.

The Committee meeting is scheduled to review written material regarding the qualifications of each Contractor as it relates to the requirements defined in RFQ No. 23-09, on Tuesday, February 6, 2024, at 1:00 PM in the Town Council Chambers.

The Committee shall be governed by Florida’s Government-in-the-Sunshine law (Chapter 286 of the Florida Statutes). The Committee will shortlist the highest ranked three (3) Contractors for oral presentations. A short list of three (3) Contractors will be prepared based on the scoring criteria outlined in the RFQ.

The Committee will host the required oral presentations from the highest ranked three (3) Contractors on Friday, February 9, 2024, from 9:00 AM – 4:00 PM, in the Town Council chambers. The oral presentations requested by the Committee will be worth twenty-five percent (25%) of the final scoring and the original response will be worth seventy-five percent (75%) of the final scoring.

The shortlisted Contractors will be provided with a Request for Proposal (“RFP”) package on Tuesday, February 13, 2024, which will include a request for a detailed project approach.





**OFFICE OF THE TOWN MANAGER**

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

The Committee will evaluate and re-rank each of the three (3) shortlisted Contractor’s oral presentations. *If necessary*, shortlisted Contractors may be asked to return on Tuesday, March 12, 2024, from 9 AM – 2 PM for additional oral presentations before the Committee.

A final recommendation will be made by the Committee to the Town Manager. The Town Manager will then review the Committee’s rankings and forward the final recommendation to the Town Council, recommending a contract be negotiated with the top ranked Contractor, based on the Committee’s ranking/scoring.

The Town Council will rank the Contractors based upon the RFP and Oral presentations and announce the Selected Contractor at the Town Council Meeting on Wednesday, March 20, 2024, at 6:00 PM.

Please find below the dates and times for the Committee to publicly meet:

<u>EVENT</u>	<u>DATE*</u>	<u>TIME* (EST)</u>
RFQ Shortlisted Contractors Identified	02/06/2024	8:00 AM – 5:00 PM (1:00 PM)
RFQ Oral Presentations – Shortlisted Contractors	02/09/2024	9:00 AM – 4:00 PM
RFQ Shortlisted Contractors Announced and RFP Provided to Shortlisted Contractors	02/13/2024	3:00 PM
Non-Mandatory, Virtual, RFP Meeting (Shortlisted Contractors) Zoom Meeting ID – 835 5546 3329	02/15/2024	10:00 AM
Deadline to Submit RFP Response (Shortlisted Contractors)	03/08/2024	10:00 AM
RFP Oral Presentation (Shortlisted Contractors)	03/12/2024	9:00 AM – 2:00 PM
Announcement of Selected Contractors/Cone of Silence ends	03/20/2024	6:00 PM

Attach all supporting documentation and a summary sheet, which MUST include the following information:

- Name of Contractor
- Qualification Score
- 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 Contractors. 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, Stantec, Inc. - Town’s Owner Representative

