

RFQ NO. 2018-015

Professional Architectural Services Continuing Contract

2:00PM, Thursday, May 17, 2018

Evaluation Committee Meeting

Minutes

1. **Call to Order** - meeting call to order at 2:10pm
2. **Attendees:** Jack Andrews, City Engineer; Paul Thomas, Building Inspector; Tracy Telle, Assistant City Engineer; Gelencia Carter, Purchasing Manager.
3. **Discussion of RFQ submittals:**
 - The Evaluation Committee members independently reviewed and evaluated each submittal.
 - **Bender & Associates** - firm is located in Key West and has no COFP experience but experience with historical projects.
 - **CPZ** - firm is located in Jensen Beach; uses Lucido & Associates and local firms to complete work for SLC; they are familiar with COFP standards.
 - **Don Bergman** - concerns regarding the firm size, see Tab 4 of submittal; small firm but has familiarity with COFP projects and standards.
 - **Edlund Britenbas Binkley** - submittal did not describe key personnel, only provided information for Mr. Binkley; all work described was completed by Mr. Dritenbas who recently passed, which was done in St. Lucie County; familiarity with COFP projects were either new construction or remodels, no historical renovation experience; the proposer submitted six (6) identical references - did adhere to what the RFQ document requested.
 - **West Architecture** - submittal did not indicate any COFP projects, only by the sub-consultant; no specifics regarding familiarity with COFP standards, designs, and approval process; references submitted did not meet the requirements as listed in the RFQ document; no proof provided that the firm is a MBE/WBE firm (no certification included in the submittal).

4. **Recommendation:**

Evaluation Team made a recommendation to shortlist three (3) of the five (5) firms based on the current described projects, firms expertise and they demonstrated the availability to handle large, midrange, and small projects.

Shortlist firms:

Bender & Associates Architects, Key West, FL
CPZ Architects, Inc., Jensen Beach, LLC
Don Bergman Architecture, LLC., Fort Pierce, FL