



Office of the Town Manager

Rafael G. Casals
Town Manager

MEMORANDUM

To: Selection Committee Members
Cc: Jacqueline N. Wilson, Town Clerk
From: Rafael G. Casals, Town Manager *RGC*
Date: August 30, 2016
Re: Selection Committee Appointments for RFQ #16-01
"General Contractor Services"

I am hereby appointing those listed below as the Selection Committee for RFQ #16-01, "General Contractor Services"

Appointed Selection Committee Members:

- Jazmin Gonzalez, Administrative Services Director (Chair)
- Alfredo Quintero, Public Works Director
- Etienne Bejarano, Parks & Recreation Director

Please find attached **three (3) proposals** received, which were submitted prior to the RFQ deadline. Each Proposal is accompanied by a set of scoring sheets which outline the categories stated in the Response Evaluation Criteria of the RFQ package. The Selection Committee Meeting is scheduled to review written material regarding the qualifications of each firm as it relates to the requirements defined in RFQ #16-01, on Thursday, September 15, 2016 at 10:00 A.M.

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. The Town Manager's recommendation will propose that a contract be negotiated with the highest ranked responsive and responsible proposer(s), based on the Selection 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	9/15/2016	2:00 PM
Announcement of Selected Consultants/Cone of Silence Ends	10/20/2016	2:00 PM





Following the Oral Presentations, 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 Response Evaluation Criteria 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.

