



Office of the Town Manager

Rafael Casals, CFM  
Town Manager

## MEMORANDUM

To: Selection Committee Members

From: Rafael Casals, Town Manager 

Date: November 09, 2015

Re: Selection Committee Appointments for RFQ #15-12  
HVAC Equipment and Controls

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I am hereby appointing those listed below as the Selection Committee for RFQ #15-12, HVAC Equipment and Controls

Appointed Selection Committee Members:

Alfredo Quintero Jr., Director of Public Works  
Yenier Vega, Stormwater Utility Manager  
Kathryn Lyon, Planning & Zoning Director

Please find attached Three (3) **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 #15-12. The selection meeting is scheduled to review written material regarding the qualifications of each firm as it relates to the requirements defined in RFQ #15-12, on **Tuesday, November 17, 2015 at 2:00 PM**. The Selection Committee rank and short list at a minimum the highest ranked three (3) consultants for oral presentations starting on **December 3, 2015 at 9:00 AM and ending December 3, 2015 at 11:30 AM**. The oral presentation will be worth twenty-five percent (25%) in the final scoring and the original response will be worth seventy-five (75%).

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 consultant, based on the committee's evaluation.



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

EVENTS	DATE	TIME
Selection of Finalists for Oral presentations	11/17/2015	2:00 PM
Oral Presentation of Finalists	12/03/2015	9:00 AM to 11:30 AM
Announcement of selected Respondents/Cone of Silence Ends	01/21/2016	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: Jacqueline Wilson, Town Clerk  
 Jazmin Gonzalez – Acting Administrative Services Director