



Office of the Town Manager

Patricia Vallejo
Property Manager

MEMORANDUM

To: Rafael G. Casals, Town Manager

From: Selection Committee Members

Patricia Vallejo, CBTC Property Manager (chair)

Alfredo Quintero, Public Works Director

Sandra Aranoff, Building and Code Compliance Director

Date: June 5, 2018

Re: RFQ #18-03 Architectural Services

Please be advised that the Selection Committee members met today, Tuesday, June 5, 2018 to evaluate the proposals received in response to RFQ #18-03 for Architectural Services. After tabulating each of the member's individual evaluations, the firms ranked as follows:

<u>Firm</u>	<u>Score</u>
1. Ferguson Glasgow Schuster Soto Inc.	99.67
2. Gurri Matute, P.A.	96.67
3. CFM Arquitects	92.67
4. Wolfberg Alvarez	92.33
5. Demandt Architecture	91.67
6. Livs Associates	91
7. Synalovski Romanik Saye	83

Attached please find each member's evaluation criteria forms as well as the final ranking sheet with all of the Committee member's scores.

The Committee has selected Ferguson Glasgow Schuster Soto Inc. to perform the Town's Architectural Services for the Cutler Bay Town Center building.





Town of Cutler Bay

10720 Caribbean Blvd., Suite 105

Cutler Bay, Florida 33189

Phone: (305) 234-4262

Fax: (305) 234-4251

Website: www.cutlerbay-fl.gov

Town of Cutler Bay Architectural Services RFQ #18-03 Evaluation Criteria

Final Committee Ranking

FIRM NAME	ALFREDO QUINTERO	SANDRA ARANOFF	PATRICIA VALLEJO	AVERAGE SCORE	
LIVS Associates	89	90	94	91	✓
GM (Gurri Matute)	100	97	93	96.67	✓
Ferguson Glasgow Schuster Soto, Inc.	100	100	99	99.67	✓
Demandt Architecture, P.A.	95	95	85	91.67	✓
CFM Architects, Inc.	90	93	95	92.67	✓
Synalovski Romanik Saye, LLC	81	85	83	83	✓
Wolfberg Alvarez and Partners	95	90	92	92.33	✓

**Town of Cutler Bay**

10720 Caribbean Blvd., Suite 105

Cutler Bay, Florida 33189

Phone: (305) 234-4262 Fax: (305) 234-4251

Website: www.cutlerbay-fl.govBidder's Name: LVSCommittee Member: Sandra Aranoff

**RFQ #18-03
TOWN OF CUTLER BAY
ARCHITECTURAL SERVICES**

Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
Credentials and accomplishments of the other (up to 3) members	25	23
Quality of the projects and accomplishments of the Consultant(s) in providing similar services to entities comparable to the Town	25	25
Consultant's track record of on time and within budget project performance	20	13
Credentials and accomplishments of the Consultant Project Manager	15	15
Credentials and accomplishments of the Consultant in general	10	9
Compliance with the Response preparation and submission requirements	5	3
TOTAL POINTS	100	90

Additional Notes:

Didn't specify availability / Needed more project information
 related to on time & on budget.
 Project descriptions did not reference persons identified in sections
 "Personnel"



Town of Cutler Bay

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Cutler Bay, Florida 33189

Phone: (305) 234-4262 Fax: (305) 234-4251

Website: www.cutlerbay-fl.gov

Bidder's Name: LIVE ASSOCIATES, LLC

Committee Member: Alfredo Quintero

RFQ #18-03 TOWN OF CUTLER BAY ARCHITECTURAL SERVICES

Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
Credentials and accomplishments of the other (up to 3) members <i>PROJECT TEAM</i>	25	23
Quality of the projects and accomplishments of the Consultant(s) in providing similar services to entities comparable to the Town	25	25
Consultant's track record of on time and within budget project performance	20	15
Credentials and accomplishments of the Consultant Project Manager	15	14
Credentials and accomplishments of the Consultant in general	10	9
Compliance with the Response preparation and submission requirements	5	3
TOTAL POINTS	100	89

Additional Notes:

SUBMITTAL ONLY MENTIONED ONE PROJECT COMPLETED ON TIME AND BUDGET IN SECTION 6, THE NARRATIVE IN SECTION 7 DOES NOT MENTION IF PROJECTS LISTED WERE COMPLETED ON TIME AND BUDGET. SECTION 8 DOES NOT MENTION THE TASKS PERFORMED BY THE PERSONS IDENTIFIED IN SECTION 5. IN SECTION 8 TWO MORE PAGES COULD HAVE BEEN ADDED. PAGE 11 HAS SOME TYPES ON LETTERING OF TABLES.

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Phone: (305) 234-4262 Fax: (305) 234-4251

Website: www.cutlerbay-fl.govBidder's Name: Livs AssociatesCommittee Member: Patricia Vallejo

**RFQ #18-03
TOWN OF CUTLER BAY
ARCHITECTURAL SERVICES**

Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
Credentials and accomplishments of the other (up to 3) members	25	25
Quality of the projects and accomplishments of the Consultant(s) in providing similar services to entities comparable to the Town	25	20
Consultant's track record of on time and within budget project performance	20	20
Credentials and accomplishments of the Consultant Project Manager	15	15
Credentials and accomplishments of the Consultant in general	10	10
Compliance with the Response preparation and submission requirements	5	4
TOTAL POINTS	100	94

Additional Notes:



Town of Cutler Bay

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Phone: (305) 234-4262 Fax: (305) 234-4251

Website: www.cutlerbay-fl.gov

Bidder's Name: Guri Martute PA

Committee Member: Sandra Aranoff

RFQ #18-03 TOWN OF CUTLER BAY ARCHITECTURAL SERVICES

Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
Credentials and accomplishments of the other (up to 3) members	25	25
Quality of the projects and accomplishments of the Consultant(s) in providing similar services to entities comparable to the Town	25	24
Consultant's track record of on time and within budget project performance	20	20
Credentials and accomplishments of the Consultant Project Manager	15	15
Credentials and accomplishments of the Consultant in general	10	10
Compliance with the Response preparation and submission requirements	5	3
TOTAL POINTS	100	97

Additional Notes:

Missing Appendix A / Didnt specify Availability in Org Chart

**Town of Cutler Bay**

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 Cutler Bay, Florida 33189
 Phone: (305) 234-4262 Fax: (305) 234-4251
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Bidder's Name: GM GURRI MATUTE, PACommittee Member: Alfredo Quintero

**RFQ #18-03
 TOWN OF CUTLER BAY
 ARCHITECTURAL SERVICES**

Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
Credentials and accomplishments of the other (up to 3) members <i>PROJECT TEAM</i>	25	25
Quality of the projects and accomplishments of the Consultant(s) in providing similar services to entities comparable to the Town	25	25
Consultant's track record of on time and within budget project performance	20	20
Credentials and accomplishments of the Consultant Project Manager	15	15
Credentials and accomplishments of the Consultant in general	10	10
Compliance with the Response preparation and submission requirements	5	5
TOTAL POINTS	100	100

Additional Notes:

PERFECT SUBMITTAL

**Town of Cutler Bay**

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Phone: (305) 234-4262 Fax: (305) 234-4251

Website: www.cutlerbay-fl.govBidder's Name: Gurri Matute, P.A.Committee Member: Patricia Vallejo

**RFQ #18-03
TOWN OF CUTLER BAY
ARCHITECTURAL SERVICES**

Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
Credentials and accomplishments of the other (up to 3) members	25	25
Quality of the projects and accomplishments of the Consultant(s) in providing similar services to entities comparable to the Town	25	20
Consultant's track record of on time and within budget project performance	20	20
Credentials and accomplishments of the Consultant Project Manager	15	15
Credentials and accomplishments of the Consultant in general	10	10
Compliance with the Response preparation and submission requirements	5	3
TOTAL POINTS	100	93

Additional Notes:

**Town of Cutler Bay**

10720 Caribbean Blvd., Suite 105

Cutler Bay, Florida 33189

Phone: (305) 234-4262 Fax: (305) 234-4251

Website: www.cutlerbay-fl.govBidder's Name: Ferguson G. Lagaw SchusterCommittee Member: Sandra Aranoff

**RFQ #18-03
TOWN OF CUTLER BAY
ARCHITECTURAL SERVICES**

Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
Credentials and accomplishments of the other (up to 3) members	25	25
Quality of the projects and accomplishments of the Consultant(s) in providing similar services to entities comparable to the Town	25	25
Consultant's track record of on time and within budget project performance	20	20
Credentials and accomplishments of the Consultant Project Manager	15	15
Credentials and accomplishments of the Consultant in general	10	10
Compliance with the Response preparation and submission requirements	5	5
TOTAL POINTS	100	100

Additional Notes:

**Town of Cutler Bay**

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Phone: (305) 234-4262 Fax: (305) 234-4251

Website: www.cutlerbay-fl.govBidder's Name: FERGUSON, GLASGOW, SCHUSTER, SOTO, IICommittee Member: Alfredo Quintero

**RFQ #18-03
TOWN OF CUTLER BAY
ARCHITECTURAL SERVICES**

Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
Credentials and accomplishments of the other (up to 3) members <i>PROJECT TEAM</i>	25	25
Quality of the projects and accomplishments of the Consultant(s) in providing similar services to entities comparable to the Town	25	25
Consultant's track record of on time and within budget project performance	20	20
Credentials and accomplishments of the Consultant Project Manager	15	15
Credentials and accomplishments of the Consultant in general	10	10
Compliance with the Response preparation and submission requirements	5	5
TOTAL POINTS	100	100

Additional Notes:PERFECT SUBMITTAL



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Bidder's Name: FGSS

Committee Member: Patricia Vallejo

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TOWN OF CUTLER BAY
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Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
Credentials and accomplishments of the other (up to 3) members	25	25
Quality of the projects and accomplishments of the Consultant(s) in providing similar services to entities comparable to the Town	25	25
Consultant's track record of on time and within budget project performance	20	20
Credentials and accomplishments of the Consultant Project Manager	15	15
Credentials and accomplishments of the Consultant in general	10	10
Compliance with the Response preparation and submission requirements	5	4
TOTAL POINTS	100	99

Additional Notes:

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Website: www.cutlerbay-fl.govBidder's Name: DemandtCommittee Member: Sandra Aranoff

**RFQ #18-03
TOWN OF CUTLER BAY
ARCHITECTURAL SERVICES**

Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
Credentials and accomplishments of the other (up to 3) members	25	25
Quality of the projects and accomplishments of the Consultant(s) in providing similar services to entities comparable to the Town	25	25
Consultant's track record of on time and within budget project performance	20	17
Credentials and accomplishments of the Consultant Project Manager	15	15
Credentials and accomplishments of the Consultant in general	10	10
Compliance with the Response preparation and submission requirements	5	3
TOTAL POINTS	100	95

Additional Notes:

Did not specify availability in org chart. I did not include accomplishments in chart. In the project descriptions the people referenced in the resumes were not mentioned.

**Town of Cutler Bay**

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 Bidder's Name: DEMANDT ARCHITECTURE, P.A.

 Committee Member: Alfredo Quintero

RFQ #18-03
TOWN OF CUTLER BAY
ARCHITECTURAL SERVICES

Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
Credentials and accomplishments of the other ^{PROPOSED TEAM} (up to 3) members	25	23
Quality of the projects and accomplishments of the Consultant(s) in providing similar services to entities comparable to the Town	25	25
Consultant's track record of on time and within budget project performance	20	20
Credentials and accomplishments of the Consultant Project Manager	15	14
Credentials and accomplishments of the Consultant in general	10	9
Compliance with the Response preparation and submission requirements	5	4
TOTAL POINTS	100	95

Additional Notes:

3 PAGES PROVIDED IN SECTION 5. IN SECTION 2 THE PROPOSAL DID NOT MENTION TASKS PERFORMED BY PERSONS IN SECTION 5.

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Website: www.cutlerbay-fl.govBidder's Name: Demandt ArchitectureCommittee Member: Patricia Vallejo

**RFQ #18-03
TOWN OF CUTLER BAY
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Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
Credentials and accomplishments of the other (up to 3) members	25	25
Quality of the projects and accomplishments of the Consultant(s) in providing similar services to entities comparable to the Town	25	15
Consultant's track record of on time and within budget project performance	20	15
Credentials and accomplishments of the Consultant Project Manager	15	15
Credentials and accomplishments of the Consultant in general	10	10
Compliance with the Response preparation and submission requirements	5	5
TOTAL POINTS	100	85

Additional Notes:

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Website: www.cutlerbay-fl.govBidder's Name: CFM ArchitectsCommittee Member: Sandra Aranoff

**RFQ #18-03
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Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
Credentials and accomplishments of the other (up to 3) members	25	23
Quality of the projects and accomplishments of the Consultant(s) in providing similar services to entities comparable to the Town	25	23
Consultant's track record of on time and within budget project performance	20	20
Credentials and accomplishments of the Consultant Project Manager	15	15 10
Credentials and accomplishments of the Consultant in general	10	10 10
Compliance with the Response preparation and submission requirements	5	3
TOTAL POINTS	100	93

Additional Notes:

Don't specify availability in org chart / Don't provide resume for project managers listed in org chart

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Website: www.cutlerbay-fl.govBidder's Name: CFM APUNTEUIS FANDINO & FERNANDCommittee Member: Alfredo Quintero

**RFQ #18-03
TOWN OF CUTLER BAY
ARCHITECTURAL SERVICES**

Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
Credentials and accomplishments of the other <u>PROJECT TEAM</u> (up to 3) members	25	21
Quality of the projects and accomplishments of the Consultant(s) in providing similar services to entities comparable to the Town	25	25
Consultant's track record of on time and within budget project performance	20	20
Credentials and accomplishments of the Consultant Project Manager	15	13
Credentials and accomplishments of the Consultant in general	10	8
Compliance with the Response preparation and submission requirements	5	3
TOTAL POINTS	100	90

Additional Notes:

3 RESUMES WERE PROVIDED IN SECTION 5. 5 PAGES WERE PROVIDED IN SECTION 8. NO SECTION 9 WAS PROVIDED WHICH INCLUDED PRESS ARTICLES, COMMENDATIONS, AWARDS, HONORS.

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Website: www.cutlerbay-fl.govBidder's Name: CFM ArchitectsCommittee Member: Patricia Vallejo

**RFQ #18-03
TOWN OF CUTLER BAY
ARCHITECTURAL SERVICES**

Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
Credentials and accomplishments of the other (up to 3) members	25	23
Quality of the projects and accomplishments of the Consultant(s) in providing similar services to entities comparable to the Town	25	25
Consultant's track record of on time and within budget project performance	20	19
Credentials and accomplishments of the Consultant Project Manager	15	15
Credentials and accomplishments of the Consultant in general	10	9
Compliance with the Response preparation and submission requirements	5	4
TOTAL POINTS	100	95

Additional Notes:



Town of Cutler Bay

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Bidder's Name: Synalowski Romanik Saye

Committee Member: Sandra Aranoff

RFQ #18-03 TOWN OF CUTLER BAY ARCHITECTURAL SERVICES

Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
Credentials and accomplishments of the other (up to 3) members	25	25
Quality of the projects and accomplishments of the Consultant(s) in providing similar services to entities comparable to the Town	25	23
Consultant's track record of on time and within budget project performance	20	14
Credentials and accomplishments of the Consultant Project Manager	15	13
Credentials and accomplishments of the Consultant in general	10	8
Compliance with the Response preparation and submission requirements	5	2
TOTAL POINTS	100	85

Additional Notes:

Do not specify availability in org Chart / Project sheet did not include the info. requested. / Did not provide narrative on specific projects. / Did not reference persons identified in resumes in the project descriptions.

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Website: www.cutlerbay-fl.govBidder's Name: SYNALOVSKI, ROMANIK SAYECommittee Member: Alfredo Quintero

**RFQ #18-03
TOWN OF CUTLER BAY
ARCHITECTURAL SERVICES**

Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
Credentials and accomplishments of the other ^{PROJECT TEAM} (up to 3) members	25	21
Quality of the projects and accomplishments of the Consultant(s) in providing similar services to entities comparable to the Town	25	25
Consultant's track record of on time and within budget project performance	20	12
Credentials and accomplishments of the Consultant Project Manager	15	13
Credentials and accomplishments of the Consultant in general	10	8
Compliance with the Response preparation and submission requirements	5	2
TOTAL POINTS	100	81

Additional Notes:

ADDITIONAL PAGES PROVIDED IN EACH SECTION. IN SECTION 5 THREE RESUMES PROVIDED AND ONE PROJECT LIST EXPERIENCE. IN SECTION 6 THE REQUESTED TABLE WAS NOT FOLLOWED. IN SECTION 7 THEY PROVIDED A NARRATIVE BUT SPECIFIC PROJECTS WERE NOT IDENTIFIED. IN SECTION 8 THEY PROVIDED FIVE ONE-PAGE DESCRIPTIONS

**Town of Cutler Bay**

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Phone: (305) 234-4262 Fax: (305) 234-4251

Website: www.cutlerbay-fl.govBidder's Name: Synalorski Romanik SayeCommittee Member: Patricia Vallejo

**RFQ #18-03
TOWN OF CUTLER BAY
ARCHITECTURAL SERVICES**

Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
Credentials and accomplishments of the other (up to 3) members	25	25
Quality of the projects and accomplishments of the Consultant(s) in providing similar services to entities comparable to the Town	25	20
Consultant's track record of on time and within budget project performance	20	10
Credentials and accomplishments of the Consultant Project Manager	15	15
Credentials and accomplishments of the Consultant in general	10	9
Compliance with the Response preparation and submission requirements	5	4
TOTAL POINTS	100	83

Additional Notes:

Missing specif projects completed timely and on budget.



Town of Cutler Bay

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Bidder's Name: Wolfberg Alvarez

Committee Member: Sandra Aranoff

**RFQ #18-03
 TOWN OF CUTLER BAY
 ARCHITECTURAL SERVICES**

Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
Credentials and accomplishments of the other (up to 3) members	25	25
Quality of the projects and accomplishments of the Consultant(s) in providing similar services to entities comparable to the Town	25	25
Consultant's track record of on time and within budget project performance	20	12
Credentials and accomplishments of the Consultant Project Manager	15	15
Credentials and accomplishments of the Consultant in general	10	10
Compliance with the Response preparation and submission requirements	5	3
TOTAL POINTS	100	90

Additional Notes:

Dont provide narratives on specific projects. Only a list of projects was given. The project descriptions did not reference the individuals from the resumes.

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 Bidder's Name: WOLFBERG ALVAREZ & PARTNERS

 Committee Member: Alfredo Quintero

RFQ #18-03
TOWN OF CUTLER BAY
ARCHITECTURAL SERVICES

Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
Credentials and accomplishments of the other (up to 3) members <i>PROJECT TEAM</i>	25	23
Quality of the projects and accomplishments of the Consultant(s) in providing similar services to entities comparable to the Town	25	25
Consultant's track record of on time and within budget project performance	20	20
Credentials and accomplishments of the Consultant Project Manager	15	14
Credentials and accomplishments of the Consultant in general	10	9
Compliance with the Response preparation and submission requirements	5	4
TOTAL POINTS	100	95

Additional Notes:

IN SECTION 8 THE PROPOSERS DID NOT MENTION ISSUES REFERENCED BY RESPONSES IN SECTION 5.



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Website: www.cutlerbay-fl.gov

Bidder's Name: Wolfberg Alvarez

Committee Member: Patricia Vallejo

RFQ #18-03 TOWN OF CUTLER BAY ARCHITECTURAL SERVICES

Evaluation Criteria

CATEGORIES	MAX POINTS	AWARDED POINTS
Credentials and accomplishments of the other (up to 3) members	25	20
Quality of the projects and accomplishments of the Consultant(s) in providing similar services to entities comparable to the Town	25	25
Consultant's track record of on time and within budget project performance	20	17
Credentials and accomplishments of the Consultant Project Manager	15	15
Credentials and accomplishments of the Consultant in general	10	10
Compliance with the Response preparation and submission requirements	5	5
TOTAL POINTS	100	92

Additional Notes:
