




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: November 25, 2019

Re: Selection Committee Appointments for RFQ # 19-10 Professional Engineering Services

I am hereby appointing those listed below as the Selection Committee for RFQ #19-10, *Professional Engineering Services*.

Appointed Selection Committee Members:

Alfredo Quintero, Public Works Director
Etienne Bejarano, Parks & Recreation Director
Yenier Vega, Stormwater Utility Manager

Please find attached **15 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 #19-10. The selection meeting is scheduled to review written material regarding the qualifications of each firm as it relates to the requirements defined in RFQ #19-10, on **Thursday, December 12, 2019 at 2:00 PM**. The Selection committee will short list at a minimum the highest ranked five (5) consultants for oral presentations starting on **December 19, 2019 at 9:30 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 re-rank each firm. The Selection Committee will make a final recommendation to the Town Manager of the top 3 highest ranked consultants. The Town Manager will then review the committee rankings and forward his recommendation to the Town Council, that a contract be negotiated with the top 3 highest ranked consultants, based on the committee's evaluation.





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

EVENT	DATE	TIME
Selection of Finalists for Oral Presentations	12/12/2019	2:00 PM
Oral Presentation of Finalists	12/19/2019	9:30 AM
Announcement of selected Contractors/Cone of Silence ends	1/15/2020	8:00 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: Debra E. Eastman, Town Clerk

