



Evaluation Committee Meeting Minutes

Town of Lake Park, Florida

Request for Qualifications No. 101-2016

Market Analysis for Lake Park CRA

Monday, April 11, 2016 4:30 p.m.

Commission Chamber, Town Hall, 535 Park Avenue

The Evaluation Committee meeting was conducted on Monday, April 11, 2016 at 4:30 p.m. Present were Public Works Director Dave Hunt, Human Resources Director Bambi McKibbon-Turner, Finance Director Blake Rane, Town Manager John D'Agostino, Town Clerk Vivian Mendez and Administrative Assistant Shaquita Edwards.

Public Works Director Dave Hunt called the meeting to order at 4:36 p.m. and introduced himself and staff as members of the Evaluation Committee for the CRA Market Analysis RFQ 101-2016. Furthermore, he explained they had gathered to discuss the evaluation criteria for the submittals received by the March 17, 2016 deadline in response to RFQ 101-2016.

One submittal from Catalyst Commercial was received by the March 17, 2016 deadline. Mr. Hunt explained that the Town of Lake Park distributed a packet of the general description for the scope of services requested of all respondents. Also included in the packet was the criteria for short listings and a rating matrix that the Committee would use in assigning points for the effectiveness of answers to the questions posed in the RFQ. There was a 12-page document submitted by Catalyst Commercial.

Mr. Hunt opened the floor for the members of the committee to introduce themselves. Mr. Hunt then introduced himself as David Hunt, Public Works Director. John D'Agostino introduced himself as The Town Manger. Bambi McKibbon-Turner introduced herself as The Human Resources Director. Blake Rane introduced himself as The Finance Director.

Mr. Hunt asked the Committee if they had reviewed the documents and if they had any questions about the submittal from Catalyst Commercial.

Mr. D'Agostino referenced the scope of service and added that the respondent was not detailed in their responses and restated rather than providing a strategy of how they planned to complete the project. He added that the submittal was vague and lacked details as to how information such as the inventory of analysis of existing conditions, Socioeconomic Data, and Demographic Trend Reports would be presented. In addition, Mr. D'Agostino added that the case study provided by Catalyst Commercial did not go into detail. He then explained that Catalyst Commercial did provide a listing of their project experience, team, and qualifications. He concluded that the submittal lacked sufficient explanations for the completion of the project.

Ms. Turner referenced the criteria for short listing in terms of the qualifications of experience of Proposers Firm of Consultants was not provided. However, they did provide

experience of their core team. She explained that detailed methodology was required and not fulfilled because they did not indicate how they planned to complete the project and failed to provide a schedule.

Mr. Hunt referenced the requirements of RFQ and that 5 tabs were to be delineated. Tab 5 was to include a schedule which was not included in the submittal. He suggested that the submittal of Catalyst Commercial was non-responsive and that it not be reviewed any further.

Mr. D'Agostino agreed with the previous suggestion and referenced the tabulation sheet then stated the Committee had nothing to compare with Catalyst Commercial submission because it was the only one received. He suggested to void the tabulation sheet because Catalyst Commercial did not meet the core requirements of the RFQ.

Ms. Turner stated that Catalyst Commercial only met one requirement, and further agreed with the previous suggestion of the Town Manager.

Mr. Hunt asked if Mr. Rane agreed in deeming the Submission of Catalyst Commercial non-responsive?

Mr. Rane agreed that the submittal of Catalyst Commercial was non-responsive. He then proposed that Mr. Hunt reply to Catalyst Commercial with that decision

Mr. D'Agostino noted that Catalyst Commercial submitted a sealed envelope for price proposal, that envelope has not been opened. The decision to suggest the submittal of Catalyst Commercial was based solely on the quality of the submittal and quality of their responses.

Mr. Hunt stated that he would notify Catalyst Commercial of the Committees' decision, and return the sealed envelope. He explained that he was concerned with the lack of competitive nature in response to the RFQ. He explained that five firms attended the mandatory pre bid meeting on March 17th but the Town only received one response. He then asked for direction in reaching out to firms to ask why they chose not to submit. He suggested that based on their responses changes should be made to the RFQ to attain the market analysis needed.

Mr. D'Agostino agreed and suggested that Mr. Hunt have a member from the Evaluation Committee to aid him in contacting and accurately recording responses from firms who chose not to submit.

Mr. Rane suggested to write one set of questions to ask each firm. He suggested to figure out what questions to ask and ask for recommendations.

Mr. D'Agostino and Ms. Turner agreed that the same set of questions should be asked of each firm.

Mr. Hunt asked if Catalyst Commercial would be granted the opportunity to reapply? The Committee agreed that Catalyst Commercial was granted the opportunity to reapply. Mr. Hunt stated that he would extend the opportunity for Catalyst Commercial to reapply in his correspondence. He asked would it be appropriate to send questions via email?

Ms. Turner agreed in sending questions via email but not sharing information between companies.

Mr. D'Agostino added that limited number of firms may reply via email and that Mr. Hunt may have to find an alternative method in contacting firms.

Mr. Rane asked if it were appropriate to include in the email correspondence that all applicants were deemed non-responsive.

Ms. Turner agreed that it was appropriate and that they are entitled to this information.

Mr. Hunt agreed that a script of questions was necessary and that he would draft questions to change the scope of the project to make it more appealing to those who attended the mandatory pre-bid meeting

Ms. Turner requested that the bidders be made aware that we only seek a response to the questions, not a new submittal.

Evaluation Committee Criteria for short listing tabulation sheet (See Exhibit "A").

ADJOURNMENT:

The Evaluation Committee meeting adjourned at 4:56 p.m.

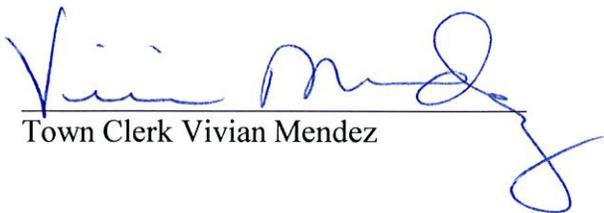

Town Clerk Vivian Mendez

Exhibit A

MARKET ANALYSIS

TOWN OF LAKE PARK LAKE PARK
COMMUNITY REDEVELOPMENT AGENCY

RFQ NO. 101-2016

	CRITERIA FOR SHORT LISTING	Max Points	Score Points
Tab 2	<i>Qualification and Experience of Proposer's Firm and Sub-Consultants.</i>	15	
Tab 3	<i>Qualifications and Experience of Consultant's "Core Team"</i>	15	2/15
Tab 4	<i>Approach and Detailed Methodology to Scope of Services:</i>	50	
Tab 5	<i>Schedule:</i>	20	
Total		100	

• NON-RESPONSIVE DETERMINATION

J. Nagda 4-11-16

TOWN OF LAKE PARK LAKE PARK
COMMUNITY REDEVELOPMENT AGENCY

	CRITERIA FOR SHORT LISTING	Max Points	Score Points
Tab 2	<i>Qualification and Experience of Proposer's Firm and Sub-Consultants.</i>	15	
Tab 3	<i>Qualifications and Experience of Consultant's "Core Team"</i>	15	
Tab 4	<i>Approach and Detailed Methodology to Scope of Services:</i>	50	
Tab 5	<i>Schedule:</i>	20	
Total		100	

4/11/16

NON-RESPONSIVE
[Signature]

TOWN OF LAKE PARK LAKE PARK
COMMUNITY REDEVELOPMENT AGENCY

	CRITERIA FOR SHORT LISTING	Max Points	Score Points
Tab 2	<i>Qualification and Experience of Proposer's Firm and Sub-Consultants.</i>	15	0
Tab 3	<i>Qualifications and Experience of Consultant's "Core Team"</i>	15	15
Tab 4	<i>Approach and Detailed Methodology to Scope of Services:</i>	50	0
Tab 5	<i>Schedule:</i>	20	0
Total		100	15

*Bombieri M. 2/2/2016
4/11/2016*