

Script for PA Public Meeting

Final Ranking for 21-951 A & E Professional Services for the Court Services Support Building (Start Recording)

Date: April 16, 2021

Start Time: 12:00 PM

Location: Zoom Meeting

1. Call Meeting to Order

2. RFP Process Overview for Today's Meeting

- 2.1. TJ White with Alachua County Procurement and I will be administrating this meeting as the Committee Chair (non-voting member), introduce committee. Ramon Gavarrete, Kevin Smith, Salatheia Jenkins-Brown, Charlie Jackson and Mari Daniels.
- 2.2. Thank you, committee for taking the time out of your busy schedule to evaluate these proposals. Welcome to the citizen attending this Public Meeting; this meeting is open to the public and you will have an announced time (3 minutes; no response required) for public comments. Review the Agenda's.
- 2.3. The RFP team will be evaluating vendors' proposal, discussing their scores, and approving the Team's Final ranking. This Team's final ranking will be submitted to the BoCC for their approval and authorization to negotiate a contract.

3. RFP Committee Members Process Instructions

- 3.1. **First**, We have collected all signed Disclosure Forms (Conflict of Interest), discuss if necessary.
- 3.2. **Second**, We have collected the Written and Technical Scores during the first public meeting and the committee voted to have Oral Presentations.
- 3.3. Due to the cone-of-silence imposed on the committee members, this is the second occasion members have been able to talk and work together as a committee.
- 3.4. *As committee members you have broad latitude in your discussions, deliberations and ranking provided you are not arbitrary and capricious.*
- 3.5. Record and Discuss the preliminary scores on the screen. Call for validation of scores to ensure they have been transposed correctly and that they match the scores on your individual score sheets.

W/T/O Recap		T	Technical				Ramon Gavarrete				Kevin Smith				Salatheia Jenkins-Brown				Charlie Jackson				Mari Daniels					
		W	Written																									
		OP	Oral Presentation																									
		TOT	Member Total																									
Total Points	Final Ranking	FIRM NAME						T	W	OP	TOT	T	W	OP	TOT	T	W	OP	TOT	T	W	OP	TOT					
1715	2	a	Brame Heck Architects Inc.						57	80	189	326	68	95	183	346	70	93	188	351	65	89	188	342	68	90	192	350
1656	3	b	CMH Architects, Inc						65	81	182	328	65	90	175	330	60	96	165	321	67	85	186	338	67	90	182	339
1771	1	c	DLR Group						69	92	188	349	70	90	183	343	73	100	188	361	72	95	198	365	71	96	186	353
764		d	Skinner Vignola Mclean, Inc						65	83	0	148	65	85	0	150	73	90	0	163	57	86	0	143	69	91	0	160
738		e	Walker Architects						63	82	0	145	65	95	0	160	66	79	0	145	66	87	0	153	56	79	0	135

- 3.6. The team will discuss, evaluate, and rank all vendor submittals alphabetical one by one. You have your oral evaluation forms so now we can start discussions. (**Encourage dialog**)
 - 3.6.1. Discuss scores and make Changes if pertinent
 - 3.6.2. Discuss, Record and Update: **Oral Evaluation**
 - 3.6.2.1. Encourage discussion on the proposals, scoring and until all members are stratified
 - 3.6.2.2. NOTE: Agents will monitor the discussion, keep it on track; keep it on topic.
- 3.7. Call for validation of RFP team Technical, Written, and Oral Scores for the Team's Final Ranking.
4. Mari Daniels motion to recommend the final rankings be approved and sent to the BOCC for Approval. Then start contract negotiations the with the top ranked firm DLR Group, and with the second and third ranked vendors if negotiations with the top ranked vendor fail, seconded by Kevin Smith.
Vote 5-0 in favor of the motion.

5. Public Comments (3 minutes)
6. Vote to Approve the Meeting Minutes: Ramon Gavarrete moved to approve the Minutes, Charlie Jackson seconded the motion.
Vote: 5-0 in favor
7. Meeting Adjourn at 12:31 p.m.