

**Meeting Minutes**  
**May 9, 2011**

**MINUTES**  
**Evaluating/ Ranking Committee**  
**Request for Proposals (RFP) #007-11 Key West Historic Resources Survey 2011**  
**RECONVENE MEETING**

The Committee reconvened on May 9, 2011 at 2:46 pm at City Hall in Habana Plaza 3140 Flagler Avenue, Key West Florida. The purpose of the meeting was to review, discuss and rank the verified references that were obtained for the proposals received for the RFP #007-11. The scores were going to be added to the previous scored points for each proposal.

Present committee members:

1. Mr. Rudy Molinet
2. Mr. Doug Bradshaw
3. Mrs. Enid Torregrosa

Present from public:

No public attended the meeting.

As mentioned in the last meeting held on April 25, 2011 there were two firms that did not submitted in their proposal the three minimum references with names and contact information including phone numbers and electronic addresses, as required in the RFP. Those two firms were RJ Heisenbottle Architects and Carlos Rojas and Chris Liddle-Key West Preservation Architects.

Verified references were read for the record:

1. Janus Research- Two references were verified. One reference did not answer staff request.
2. New South Associates Inc. - Three references were verified.
3. Panamerican Consultants Inc- Two references were verified. One reference did not answer staff request.
4. GAI Consultants Inc. - Three references were verified.

Members added the references score to their original scoring form. Mr. Donald L. Craig submitted his evaluation via email since he was out of the country. Mr. Craig wanted to add 8 points to all applicants that submitted references and 0 points to the two firms that did not submitted references. Mrs. Torregrosa added those points to Mr. Craig's six voting forms. The committee member's final score and ranking was as follows:

- 1. Panamerican Consultants Inc. with 351 points.**
- 2. GIA Consultants Inc. with 349 points.**
- 3. New South Associates Inc. with 340 points.**

4. Janus Research with 322 points.
5. RJ Heisenbottle Architects with 280 points.
6. Carlos Rojas and Chris Little - Key West Preservation Architects with 256 points.

The meeting adjourned at 3:56 pm.

Attachments:

1. Verified references that were read for the record.
2. Ranking Forms for each proposal.