

RFQ 15-001
Design-Build Criteria Documents for Two Parking Garages in Old Town Key West

Selection Committee Ranking
Meeting Minutes

Thursday, February 05, 2015, 1:30 PM

Meeting Attendees:

Kevin Bond, CKW Interim Planning Director
Jim Bouquet, CKW Engineering Director
Doug Bradshaw, CKW Port and Marine Services Director
Gary Volenec, CKW Civil Engineer
Devon Steckly, CKW Senior Project Manager

Meeting began promptly at 1:30 pm with a description of the RFQ and names of respondents and a discussion of the ranking matrix.

A discussion item was raised by one of the Selection Committee members about a respondent not providing proof of holding Florida State License to practice engineering prior to submittal of Qualifications. This requirement was waved as the selected respondent will not be required to hold a Florida State License in order to deliver design-build criteria documents.

Selection Committee members stated respondent rankings and these rankings were entered into a scoring sheet calculating total number of points awarded to each RFQ respondent.

The total points scored by each RFQ respondent were tallied and Selection Committee members agreed to recommend the highest ranked respondent – Walker Parking Consultants to City Commission for approval of assembling design-build criteria documentation.

Selection Committee then discussed individual responses for completeness and it was duly noted that the selected highest ranking RFQ respondent would be required to provide the Equal Benefits for Domestic Partners and Cone of Silence forms before entering into an agreement with the City.

Meeting Adjournment 2:30 pm