

Meeting Minutes
April 25, 2011

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

The Committee met on April 25, 2011 at 4:37 pm at the conference room of City Hall at Habana Plaza 3140 Flagler Avenue, Key West Florida. The purpose of the meeting was to review, discuss and rank the proposals received in response to the RFP #007-11.

Present committee members were:

1. Mr. Donald L. Craig- Interim Planning Director
2. Mr. Doug Bradshaw- Senior Project Manager
3. Mr. Rudy Molinet- Historic Architectural Review Commission Chairman
4. Mrs. Enid Torregrosa- Historic Preservation Planner

Present from public was:

1. Architect Chris Liddle

Proposals received for review:

1. RJ Heisenbottle Architects
2. Carlos Rojas and Chris Liddle- Key West Preservation Architects
3. New South Associates Inc.
4. Panamerican Consultants Inc.
5. GAI Consultants Inc.
6. Janus Research

The committee talked about the review procedures. From six proposals that were received one from Carlos Rojas and Chris Liddle Key West Preservation Architects did not include the minimum required forms such as Anti Kickback Affidavit, Local Vendor Certification and Public Entity Crimes Certification. The committee decided that they were going to rate all six applications even though there was one proposal that did not include the requested forms. Two firms did not submit minimum references as required on the RFP, RJ Heisenbottle Architects and Carlos Rojas and Chris Liddle- Key West Preservation Architects. Each committee member reviewed each proposal and used the Ranking Form included in the RFP. After each member finished their score all the points were counted and ranked according to the scores. References were not discussed during this meeting since not all of them were verified. The results and ranking was as follows:

1. Panamerican Consultants Inc. with 320 points.
2. GAI Consultants Inc. with 316 points.
3. New South Associates with 308 points.
4. Janus Research with 298 points.
5. RJ Heisenbottle Architects with 280 points.

6. Carlos Rojas and Chris Liddle- Key West Preservation Architects with 256 points.

These results and ranking did not include the references.

Donald L. Craig explained to the committee members the process after the final ranking. The three top ranked proposals will be submitted to the City Commission for approval.

The committee will reconvene on a later day to review the verified references.

The meeting adjourned at 6:07 pm.