

Qualifications Review Committee Meeting
Statement of Qualifications-
Continuing A&E Services
City Hall Administrative Campus
April 11, 2017 3 P.M.

Committee members:
Hector Solis
Mario Gisbert
Al Shortt
Mark Shaeffer

Mr. Gisbert opened the Qualifications Review Committee Meeting at 3:00 P.M. Representatives of VBA Design were in the audience as well as a member of the public. Mr. Gisbert explained the purpose of today's meeting in reviewing the four submittals and announced the four firms: DAG Architects, JRA Architects, Florida Architects, and VBA Design, Inc. He stated the four Committee members would review the four Statements of Qualifications and complete the scoresheet which had been included in the Bid Proposal. He added that one letter of recommendation had been received for JRA Architects and which had been submitted to all four Committee members.

Mr. Gisbert explained how the Committee members would grade and rank the firms, and then Staff would negotiate with the highest ranking firm in the same process as in the past. He stated the key would be being as fair as possible to all four firms. He stated a presentation from the firms could be arranged and references could be called by the Committee members if desired. Mr. Shortt added that the Committee members would publicly explain how they arrived at their first choice of the four firms and suggested the top two firms do presentations if desired.


Councilman Solis said it might be beneficial to have the top two firms do presentations, similar as to what had occurred with the TDC. He questioned when the scoresheets would be completed.

Mr. Gisbert suggested the individual members review the Statements of Qualifications and make their own rankings, and meet again on April 18th at 9 A.M. to decide the rankings of the firms, and then may do presentations at a later date. The members all felt they had sufficient information in the statements to be able to make a decision.

A representative of VBA Design stated that their website was best viewed using Internet Explorer, not Chrome.

With nothing further, the meeting was closed at 3:15 P.M.

Minutes prepared by Jo Smith, Executive Assistant to the Mayor & City Manager.



Jo Smith