



**Minutes**  
**Evaluation Committee Meeting**  
Town of Lake Park, Florida  
Request for Qualifications 108-2021

Request for Qualifications by the Town of Lake Park, Florida for Professional  
Planning and Design Services to Develop a Unified Phased Master Plan for  
Kelsey Park and Lake Shore Park.

Wednesday, November 10, 2021 11:00 a.m.

Town Hall Commission Chamber, Town Hall, 535 Park Avenue

The Evaluation Committee meeting for Request for Qualifications 108-2021 was conducted on Wednesday, November 10, 2021 at 11:00 a.m. Present were Community Development Director Nadia DiTommaso, Special Events Director Riunite Franks, Town Planners Anders Viane, Karen Golonka and Town Clerk Vivian Mendez.

Community Development Director DiTommaso called the meeting to order at 11:00 a.m. and introduced herself. The Committee Members introduced themselves. Community Development Director DiTommaso explained the purpose of the meeting was to evaluate the submittals for the project.

Evaluation Committee members explained their evaluations of the submittals. See attached.

Town Clerk Mendez announced that Calvin Giordano & Associates and WGI both received 358 points. Chen Moore and Associates (CMA) received 357 points. Community Development Director DiTommaso verified the calculations and had the same scores. She announced the next steps would be to review the Town Code to see if the Purchasing Policy has procedures regarding tie scores, or if any other policies apply. Once that information has been reviewed, and a decision on how to move forward is made, staff will open the proposers separate sealed envelopes as needed, which contain the fee schedule/costs associated with the project. It was indicated that the Town Clerk would be in contact with the proposers on the next steps once a decision is made.

**ADJOURNMENT:**

The meeting adjourned at 11:36 a.m.

---

Town Clerk Vivian Mendez, MMC

**EVALUATION COMMITTEE MEETING - November 10, 2021 - 11AM - Town Hall Commission**

**Chambers**

<b>PROPOSAL SCORE TABLE - RFQ #108-2021 - refer to RFQ document for additional information on submission requirements</b>	<b>CGA</b>	<b>CMA</b>	<b>WGI</b>
submitted required forms (drug free workplace; public entity crimes; proposal form) - **insurance limits required prior to contract execution	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Experience and Qualifications (total of 30 points)</b>			
Qualifications and experience of staff identified to work on this project (including sub-consultants) and the role and time that each member will perform on the project. (20 points)	20	20	20
Depth or relevant technical experience in undertaking this type of project (10 points)	10	10	10
<b>Performance on Past Projects (total of 25 Points)</b>			
Identification of specific similar projects (20 points)	20	20	20
References provided (5 points)	5	5	5
<b>Public Process &amp; Involvement (total of 15 points)</b>			
Demonstrated ability to work with citizens and public agencies / Consultant initiatives and past experience to encourage public participation (15 points)	15	12	12
<b>Project Undertaking &amp; Knowledge of Area (total of 15 points)</b>			
Understanding of the particular needs of Lake Park, parameters of this project- its limitations and potential. Ability to produce realistic, cost feasible project (15 points)	10	10	10
<b>Ability to Meet Schedule (total of 10 points)</b>			
Identify strategies to be applied to complete the plan and deliverables within the identified timeline. Outline how the project will be managed as it relates to the proposal and anticipated additional services. (10 points)	4	8	8
<b>Location Considerations of the firm's core team and sub-consultants and plans for maintaining effective communication between the Town and Consultant (total of 5 points)</b>			
Physical location of the consultant firm and sub-consultants, i.e. office in Palm Beach County or adjacent counties, availability of key personnel / Approach to maintaining good communication (5 points)	2	5	5
<b>TOTAL</b>	<b>86</b>	<b>90</b>	<b>90</b>

NOTES

---



---



---



---



---



---

*[Signature]*  
Anders Vane

**EVALUATION COMMITTEE MEETING - November 10, 2021 - 11AM - Town Hall Commission  
Chambers**

PROPOSAL SCORE TABLE - RFQ #108-2021 - refer to RFQ document for additional information on submission requirements	CGA	CMA	WGI
submitted required forms (drug free workplace; public entity crimes; proposal form) - **insurance limits required prior to contract execution	✓ Yes or No	✓ Yes or No	✓ Yes or No
<b>Experience and Qualifications (total of 30 points)</b>			
Qualifications and experience of staff identified to work on this project (including sub-consultants) and the role and time that each member will perform on the project. (20 points)	15	20	15
Depth or relevant technical experience in undertaking this type of project (10 points)	10	10	9
<b>Performance on Past Projects (total of 25 Points)</b>			
Identification of specific similar projects (20 points)	15	20	15
References provided (5 points)	5	5	5
<b>Public Process &amp; Involvement (total of 15 points)</b>			
Demonstrated ability to work with citizens and public agencies / Consultant initiatives and past experience to encourage public participation (15 points)	12	10	12
<b>Project Understanding &amp; Knowledge of Area (total of 15 points)</b>			
Understanding the particular needs of Lake Park, parameters of this project- its limitations and potential. Ability to produce realistic, cost feasible project. (15 points)	14	12	12
<b>Ability to Meet Schedule (total of 10 points)</b>			
Identify strategies to be applied to complete the plan and deliverables within the identified timeline. Outline how the project will be managed as it relates to the proposal and anticipated additional services. (10 points)	9	7	8
<b>Location Considerations of the firm's core team and sub-consultants and plans for maintaining effective communication between the Town and Consultant (total of 5 points)</b>			
Physical location of the consultant firm and sub-consultants, i.e. office in Palm Beach County or adjacent counties, availability of key personnel / Approach to maintaining good communication (5 points)	5	4	5
<b>TOTAL</b>	<b>85</b>	<b>88</b>	<b>81</b>

NOTES \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- understand engagement ~~rest~~.  
 - exp. w/ fees, of plans, etc.

KJG.

**EVALUATION COMMITTEE MEETING - November 10, 2021 - 11AM - Town Hall Commission**

**Chambers**

*Riunite Franks  
Special Events Director*

<b>PROPOSAL SCORE TABLE - RFQ #108-2021 - refer to RFQ document for additional information on submission requirements</b>	<b>CGA</b>	<b>CMA</b>	<b>WGI</b>
submitted required forms (drug free workplace; public entity crimes; proposal form) - **insurance limits required prior to contract execution	<input checked="" type="radio"/> Yes or No	<input checked="" type="radio"/> Yes or No	<input checked="" type="radio"/> Yes or No
<b>Experience and Qualifications (total of 30 points)</b>			
Qualifications and experience of staff identified to work on this project (including sub-consultants) and the role and time that each member will perform on the project. (20 points)	20	15	15
Depth or relevant technical experience in undertaking this type of project (10 points)	10	10	10
<b>Performance on Past Projects (total of 25 Points)</b>			
Identification of specific similar projects (20 points)	20	20	20
References provided (5 points)	5	5	5
<b>Public Process &amp; Involvement (total of 15 points)</b>			
Demonstrated ability to work with citizens and public agencies / Consultant initiatives and past experience to encourage public participation (15 points)	15	10	10
<b>Project Understanding &amp; Knowledge of Area (total of 15 points)</b>			
Understanding the particular needs of Lake Park, parameters of this project- its limitations and potential. Ability to produce realistic, cost feasible project. (15 points)	15	15	15
<b>Ability to Meet Schedule (total of 10 points)</b>			
Identify strategies to be applied to complete the plan and deliverables within the identified timeline. Outline how the project will be managed as it relates to the proposal and anticipated additional services. (10 points)	8	10	10
<b>Location Considerations of the firm's core team and sub-consultants and plans for maintaining effective communication between the Town and Consultant (total of 5 points)</b>			
Physical location of the consultant firm and sub-consultants, i.e. office in Palm Beach County or adjacent counties, availability of key personnel / Approach to maintaining good communication (5 points)	2	2	5
<b>TOTAL</b>	95	87	90

NOTES

---

---

---

---

---

---

---

---

Chambers

PROPOSAL SCORE TABLE - RFQ #108-2021 - refer to RFQ document <i>for additional information on submission requirements</i>	CGA				CMA				WGI			
	Yes or No				Yes or No				Yes or No			
	AV	KG	ND	RF	AV	KG	ND	RF	AV	KG	ND	RF
<i>submitted required forms (drug free workplace; public entity crimes; proposal form) - **insurance limits required prior to contract execution</i>												
<b>Experience and Qualifications (total of 30 points)</b>												
Qualifications and experience of staff identified to work on this project (including sub-consultants) and the role and time that each member will perform on the project. (20 points)	20	15	19	20	20	20	18	15	20	15	18	15
Depth or relevant technical experience in undertaking this type of project (10 points)	10	10	10	10	10	10	10	10	10	9	10	10
<b>Performance on Past Projects (total of 25 Points)</b>												
Identification of specific similar projects (20 points)	20	15	20	20	20	20	20	20	20	15	20	20
References provided (5 points)	5	5	5	5	5	5	5	5	5	5	5	5
<b>Public Process &amp; Involvement (total of 15 points)</b>												
Demonstrated ability to work with citizens and public agencies / Consultant initiatives and past experience to encourage public participation (15 points)	15	12	15	15	12	10	13	10	12	12	15	10
<b>Project Understanding &amp; Knowledge of Area (total of 15 points)</b>												
Understanding the particular needs of Lake Park, parameters of this project- its limitations and potential. Ability to produce realistic, cost feasible project. (15 points)	10	14	13	15	10	12	14	15	10	12	15	15
<b>Ability to Meet Schedule (total of 10 points)</b>												
Identify strategies to be applied to complete the plan and deliverables within the identified timeline. Outline how the project will be managed as it relates to the proposal and anticipated additional services. (10 points)	4	9	6	8	8	7	9	10	8	8	9	10
<b>Location Considerations of the firm's core team and sub-consultants and plans for maintaining effective communication between the Town and Consultant (total of 5 points)</b>												
Physical location of the consultant firm and sub-consultants, i.e. office in Palm Beach County or adjacent counties, availability of key personnel / Approach to maintaining good communication (5 points)	2	5	4	2	5	4	3	2	5	5	5	5
<b>TOTAL</b>	86	85	92	95	90	88	92	87	90	81	97	90
	358				357				358			

NOTES

Town Clerk Tabulation

---



---



---



---



---



---