

FRANK FENDER
Mayor

VINNY BARILE
Vice Mayor

JAMES W. CAMPO, CFP
Commissioner

DAVID KURZMAN
Commissioner

KAIJA MAYFIELD
Commissioner

TOWN OF SEWALL'S POINT



MICHELLE LEE BERGER
Town Manager

APRIL STONCIUS, CMC
Town Clerk

TINA CIECHANOWSKI
Chief of Police

JACK REISINGER
Building Official
Public Works Director

CHERYL DEMPSEY
Finance Director

**RFQ 2020-002 Evaluation Committee
Meeting at Town Hall
July 21, 2020 at 2:00 PM**

Committee Members are Michelle Berger, Town Manager, Jack Reisinger, Town Building Official, Cheryl Dempsey, Finance Director, Tim Voelker, P.E., Public Works Assistant Director/City Engineer for the City of Stuart and Heath Stockton, Assistant Public Works Director for the City of Port St. Lucie

I. CALL TO ORDER

Teleconference meeting notice

Roll Call

II. PUBLIC COMMENT

III. DISCUSSION

- 1. Town Engineer Continuing Services – Determination of Qualifications** **Town Manager**
 - a. Determine whether the qualifications are responsive to the RFQ's requirements and whether responsive firms are qualified to provide the services (capabilities of the firm, adequacy of personnel, past record of performance, experience of the firm, proper licensing/certifications, etc.)
 - b. Make a determination that the RFQ was adequately advertised
- 2. Rank each firm on the criteria listed in the RFQ in accordance with the point system**
 - a. The Committee should calculate all points for each firm
- 3. Publicly announce the ranking**

IV. Adjourn