

SCORING/SELECTION MEETING AGENDA

**CITY OF WINTER GARDEN
CONTINUING SERVICES CONTRACTS FOR PLANNING CONSULTING SERVICES**

RFQ 24-005

2:30 to 3:00 PM, Friday, September 6, 2024

1) PROJECT SCOPE OF WORK:

The City intends to award continuing contracts to no more than two (2) firms deemed to be the most highly qualified to perform the required services. Firms selected by the City will provide planning services to the City on an as-needed basis, based upon task orders to be issued by the City under the continuing contracts. These services would include, but not be limited to, comprehensive planning, land development review, historic preservation, urban design & site planning, and affordable housing planning. The contracts shall automatically be renewed annually unless terminated by the City in writing, for a maximum of five years from the date of the execution.

2) EVALUATION PROCEDURE:

An evaluation of the firms will be conducted in accordance with the following guidelines. Scoring is based on a 100-point scale. The following guidelines will be used for the evaluations (with associated weighting). To be considered “Qualified,” a firm must receive a minimum aggregate average of 70 points extrapolated from the following categories:

1. Firm’s Qualifications	20 points
2. Firm’s Experience and Past Performance	45 points
3. Firm’s Resources and Equipment	5 points
4. Legal Action against the Firm	5 points
5. Firm’s Current Workload	20 points
6. Firm’s Office Location	5 points

3) EVALUATION TEAM:

- A. Steve Pash – Public Services Director & Assistant City Manager
- B. Kelly Carson – Planning Director
- C. Shane Friedman – Planning Supervisor
- D. Ed Williams – Planning Consultant

4) DISCUSSION OF RANKINGS:

- The City of Winter Garden determination of qualified firms.
- Rankings of qualified firms.