

# RFQ #24-01 Evaluation & Scoring

LOCATION: DUNDEE TOWN HALL  
202 MAIN STREET, DUNDEE, FLORIDA



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**REQUEST FOR QUALIFICATIONS 24-01  
CONTINUING PROFESSIONAL PLANNING & VISIONING SERVICES CONTRACTS  
EVALUATION & SCORING  
MINUTES REPORT  
MAY 2, 2024 at 1:00pm**

**CALL TO ORDER:**

Assistant Town Attorney Claytor called the meeting to order at 11:15 am and turned the meeting over to the chair, Public Works Director John Vice.

**STAFF PRESENT:**

Bruce Lyon, WHEDC  
Tracy Mercer, Special Project Manager  
Lorraine Peterson, Town Planner  
John Vice, Public Works Director  
Tandra Davis, Town Manager  
Assistant Town Attorney, Claytor

Chair Vice explained that the committee would be evaluating the qualifications of the responses received.

All four submissions were evaluated and Chair Vice recessed the meeting for five minutes so the scores could be calculated at 12:12pm.

Chair Vice reconvened the meeting at 12:16p. The weighted scores were read into the record.


Ayers – 463 points with a weighted average of 93  
Calvin, Giordano & Associates/Safebuilt – 460 points with a weighted average of 93  
Geoplanning - 450 points with a weighted average of 90  
Robert A Stevens – 416 points with a weighted average of 83

**MOTION** to accept the weighted average scores made by Lyon, Seconded by Vice. Passed unanimously.

**MOTION** to recommend approval of all submittals and award a continuing contract with the Town to each submitter made by Vice, Seconded by Davis. Passed unanimously.

**ADJOURNMENT at 12:16pm**

**Respectfully Submitted,**

  
Trevor Douthat, Town Clerk

**APPROVAL DATE:** \_\_\_\_\_