

Lake County Office of Procurement Services
RSQ 24-907: Design Services for the Supervisor of Elections Building
Selection Committee: Firm Presentations Meeting Minutes
Date: January 25, 2024

Location: Office of Procurement Services, Conference Room #417
315 W. Main Street
Tavares, FL. 32778

Contracting Officers: Ron Falanga, Director, Office of Procurement Services
Bill Ponko, Senior Contracting Officer

Begin Time: 8:30 AM, Adjourn Time: 12:08 PM

❖ Ron Falanga:

- Took roll of the Selection Committee (SC) members:
 - Alan Hayes, Lake County Supervisor of Elections
 - Kirby Smith, Board of County Commissioners
 - Randy Van Alstine, Office of the Lake County Tax Collector

- Noted that each firm will be allowed a 30-minute presentation, followed up with a 15-minute Question and Answer segment.
- Noted that a computer is available for PowerPoint presentations.
- Noted that there will be a 15-minute break in-between each presentation.
- Noted that a maximum number of three (3) presenters per firm.
- Noted that scoring sheets were distributed to the committee prior to the meeting.
- Noted the past Lake County projects and architects that each candidate has worked with.
- Noted that each Proposal submittal will be evaluated for conformance as responsive and responsible using the following criteria in order of importance:
 - Proper submittal of all documentation as required by this Solicitation.
 - Proposals will be evaluated based upon the greatest benefits to Lake County and the following criteria listed in order of descending importance:
 - Firm's qualifications.
 - Past Performance
 - Proposed materials and plans to accomplish tasks.
 - Understanding of Project.
 - Approach to the Project.
 - All technical specifications associated with this Solicitation; and
 - Financial Stability

- Schedule for Presentations:
 - DLR Group, Inc. 09:00 – 09:45
 - Forefront Architecture and Engineering, LLC 10:00 – 10:45
 - Powell Studio Architecture, LLC 11:00 – 11:45

❖ Bill Ponko:

- Stated that this is a public meeting.
 - Stated that members of the public may listen, but not take part in discussions.
 - No members of the public were recorded as being in attendance.

- ❖ Selection Committee:
 - Evaluated each of the proposals.

- ❖ Final rankings:
 1. Forefront Architecture and Engineering, LLC
 2. Powell Studio Architecture, LLC
 3. DLR Group, Inc.

- ❖ Meeting Adjourn