

Initial Ranking Meeting Minutes

Project Title: Village Hall Architectural & Engineering Design Services

Date: Thursday, October 17, 2019

Time: 4:00 pm

The purpose of the meeting was to rank Village Hall Architectural & Engineering Design Services providers. The committee members individually reviewed proposals and scored the proposals based on the “Scoring Criteria Point Summary (Exhibit E)”. Scores were recorded on the “Score Summary Sheet (Exhibit G)” at the meeting.

The top three firms with the lowest “Committee Ranking Score” were as follows:

1. Song & Associates, Inc.
2. REG Architects, Inc.
3. Synalovski Romanik Saye, LLC

These firms will be given an opportunity for a 20 minute presentation to the committee, with a 10 minute Q & A. After the presentations, these three firms will be re-ranked and the one with the lowest “Committee Ranking Score” will be recommended for Council approval. The committee unanimously agreed to change the date of the presentations from October 24, 2019 to October 31, 2019 and the presentation ranking meeting from October 31, 2019 to November 7, 2019.

The selection committee is comprised of Bob Hill, Bradford O’Brien, Chris Marsh, Ray Liggins and Rob Hill. All committee members were present at the meeting.

Please refer to the sign in sheet for others in attendance.