

**MINUTES  
EVALUATION COMMITTEE RANKING MEETING  
HAINES CITY, FLORIDA**

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**November 3, 2017**

**10:00 AM**

**Commission Chambers**

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**1. CALL TO ORDER**

Information Technology Director Brian Ross called to order the Evaluation and Ranking Committee Meeting for RFQ 170907 Oakland Pool at 10:01 a.m. on Friday, November 3, 2017 in the Commission Chambers located at 620 E. Main Street, Haines City, Florida.

In attendance were: Aquatics Coordinator Heidi McIntee, Building Maintenance Supervisor Darryl Bradbury, Interim Human Resources Director Auburn Taylor, Recreation Supervisor Tom Mallerne, Interim Parks and Recreation Director Jeffery Jones, Recreation Supervisor Jillian Latimer, Information Technology Director Brian Ross, and City Clerk Linda Bourgeois.

**2. PANEL DISCUSSION RFQ 170907 OAKLAND POOL**

Information Technology Director Ross opened the meeting for the panel to discuss and rank the three presentations conducted on November 2, 2017.

Discussion amongst the panel ensued concerning the three firms previous work, qualifications and experience. Certain elements were appreciated such as the engagement of the presenters, their appearance, and with one company possessing expertise from previous parks and recreation experience. Director Ross informed the panel that cost could not be a factor in their decisions. The panel went on to discuss project approach and the differing phases of the project, community meetings and the wants of the committee. The need for additional parking was discussed also before the panel ranked their selections.

1. Hydro Solutions - ranked at 93
2. Borrelli and Partners - ranked at 91.67
3. CPH - ranked at 81

A recommendation will be made to the City Commission at the next meeting to approve and start negotiations for a contract with Hydro Solutions.

**3. ADJOURNMENT**

Without any further discussion the Evaluation and Ranking Committee Meeting adjourned at 10:43 a.m.

APPROVED: \_\_\_\_\_

BY: \_\_\_\_\_

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ATTEST:

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Linda Bourgeois  
City Clerk