

# MEMORANDUM

**To:** PROJECT FILE, MINUTES OF MEETING  
**From:** Purchasing  
**RE:** **CN 2019-02 VIA COCONUT POINT LANDSCAPE IMPROVEMENTS**  
**SHORT-LIST MEETING**

MEETING DATE: September 12, 2019                      TIME: 11:00 AM

COMMITTEE MEMBERS: David Willems (Chair), Kyle Coleman

ATTENDEES: Brent Guillot, Agnoli, Barber & Brundage; Patrice Scandroli, J.R. Evans; Elizabeth Fountain, J.R. Evans; Dan Novakovica, Grady Minor

At 11:00 AM the Evaluation Committee meeting was called to order by Bob Franceschini, Purchasing Manager. Introductions were put on the record by everyone in attendance.

Meeting was then turned over to the Chair of the Committee, David Willems.

Discussions were held by the committee members with respect to each submittal from the six (6) firms.

The committee discussed the firms in alphabetical order. A general comment was made that none of the firms' landscape experience was readily evident in their Letters of Interest. Agnoli, Barber & Brundage's response was seen as having a basic understanding of the project but lacking first-hand knowledge of the corridor site. EnSite evidenced landscape experience; however, their roadway-related landscape experience was limited. Grady Minor's response offered no discussion of their landscaping experience but did mention the challenges specific to this project. J.R. Evans offered a team approach with an engineer as the Project Manager but there was limited discussion of the road project itself. Kimley-Horn evidenced a great deal of relevant experience, including roundabouts; and offered a Project Manager with deep landscaping experience as well as an excellent understanding of the project as a whole. Waldrop evidenced landscape experience but it was seen as lacking relevance to this specific project.

Following the discussions, the consensus of the committee was to short list the following four (4) firms for presentations:

- Agnoli, Barber & Brundage
- J.R. Evans Engineering
- Kimley-Horn and Associates
- Q. Grady Minor & Associates

A motion was made to approve the four (4) firms for an interview/presentation. The motion was made by Kyle Coleman and seconded by David Willems, and then called and carried with no further questions. The meeting was adjourned at 12:00 p.m.