

**Leon County Research and Development Authority**

**RFQ 18-04 Design Criteria Professional Services  
Evaluation Committee Meeting**

Knight Administrative Centre  
1736 West Paul Dirac Drive  
Tallahassee, Florida 32310  
September 12, 2018  
3:00 p.m.

Agenda

*(All times approximate)*

1. Call to Order (3:00pm)

*In accordance with F.S. §286.0113, public attendance is precluded during portions of this meeting. Recordings of this meeting will be available following notice of an intended decision, both of which will be posted on the Authority's website.*

2. Changes to the Agenda

3. Public Comment

4. Recess public portion of the meeting

5. Convene respondent presentations, and Q&A meeting (10 minutes each + 10 for Q&A)

a. *Hammond Design Group*

b. *Hoy Stark Hagan Architects*

6. Reconvene public portion of the meeting (approximately 3:45pm)

7. Discussion, evaluation ranking, and ranking announcement

8. Recess public portion of the meeting (all offerors to remain until reconvening of public portion)

9. Private negotiation with first ranked offeror (or additional offeror's in order of ranking, if necessary)

10. Reconvene public portion of meeting

11. Recommendation to Board of Governors

12. Adjourn