



Leon County R&D Authority
RFQ 18-04 Design Criteria Professional Services-Collins Building Renovation
Notification of Firms to Make Presentations
September 4, 2018

The members of the RFQ 18-04 Design Criteria Professional Services-Collins Building Renovation Evaluation Committee will meet with the following firms to receive presentations at its meeting on September 12, 2018, at the approximate times listed:

- Hammond Design Group, 3:05pm
- Hoy Stark Hagan Architects, 3:25pm

The Evaluation Committee meeting will be held at the Knight Administrative Centre, 1736 W. Paul Dirac Drive, Tallahassee, FL 32312. Short-listed firms will have 10 minutes to make their presentation followed by up to 10 minutes of Q&A. PowerPoint presentations will be permitted using LCRDA's laptop and large screen TV and should be supplied on a flash drive. In case of any technical difficulties with the PowerPoint, I recommend a PDF version of the presentation be provided on the flash drive as well.

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

Following presentations, the evaluation committee will reconvene the public portion of the meeting for discussion and ranking of the offerors. The first ranked offeror will be invited into private negotiation with the evaluation committee. The first ranked offeror will present its compensation proposal (RFQ attachment 9). If agreement cannot be reached with the first ranked offeror, negotiations will proceed with the second ranked offeror. The second ranked firm should remain in the waiting room until called for negotiation or the evaluation committee reconvenes the public portion of the meeting (see the meeting agenda.)

Finalists, please send an email to me to confirm your receipt of this notification, and to ask any questions you may have about the presentation.

We thank you for your time and effort in responding to this RFQ.

Respectfully,

A handwritten signature in black ink, appearing to read "Ronald J. Miller, Jr.", is written over a white background.

Ronald J. Miller, Jr., Executive Director