



EVALUATION COMMITTEE MEETING - PELICAN LAKE GAZEBO (NORTH) MINUTES

March 13, 2025 at 10:00 AM

Council Chambers – 340 Ocean Drive

PRESENT: ANDREA DOBBINS, PROJECT COORDINATOR/RISK MANAGER
EMILY ALVES, FINANCE/HR DIRECTOR
STEVEN J. HALLOCK, DIRECTOR OF PUBLIC WORKS

ALSO PRESENT: FRANK M. DAVILA, INTERIM TOWN MANAGER
CAITLIN E. COPELAND-RODRIGUEZ, TOWN CLERK

Audience: 3 (*See attached Sign-In Sheet*)

CALL TO ORDER

Project Coordinator/Risk Manager Dobbins called the meeting to order at 10:00am. She announced that the public is allowed to attend the meeting, but participation is limited to the Evaluation Committee members only. She also stated that the purpose of the Committee meeting is to review, rank and vet out the companies which submitted proposals to the Town's RFP, Request for Proposal for the Pelican Lake Gazebo (North) project for the Town of Juno Beach.

REVIEW OF PROPOSALS

Project Coordinator/Risk Manager Dobbins stated that they received a total of one (1) response to the RFP and explained the process for ranking the firm and giving a recommendation to Council.

The Committee reviewed and discussed the following proposals:

(See attached evaluation sheets.)

FERREIRA CONSTRUCTION

Project Coordinator/Risk Manager Dobbins stated that she gave this company a total of 70 out of 100.

Finance/HR Director Alves stated that she gave this company a total of 90 out of 100.

Director of Public Works Hallock stated that he gave this company a total of 60 out of 100.

FINAL RANKINGS AND RECOMMENDATION TO THE TOWN COUNCIL

The Committee discussed and performed a final ranking on their evaluation sheets (*see attached*).

MOTION: *Dobbins/Alves made a motion to recommend approval of Ferreira Construction to the Town Council.*

ACTION: *The motion passed 2-1 with Director of Public Works Hallock opposed.*

ADJOURNMENT

The meeting was adjourned at 10:16am.

ATTEST:



Caitlin E. Copeland-Rodriguez, MMC, Town Clerk



Town of Juno Beach
Evaluation Committee Meeting – Pelican Lake Gazebo (North)
March 13, 2025 at 10AM

SIGN-IN SHEET

NAME	REPRESENTING	PHONE # & EMAIL
FRANK DAVILA	TOSS	561-656-0306 FDAVILA@JUNO-BEACH
ALDO ROVERE	OCEAN TRACE	631-335-4147 ALDOFORJUNO@GMAIL.COM
Diana Davis		
Ted Dunn		



**Town of Juno Beach
EVALUATION COMMITTEE TABULATION
March 13, 2025**

Request for Proposal: Pelican Lake Gazebo (North)

Scoring Criteria Tabulation					
Firm <i>(in alphabetical order)</i>	#1	#2	#3	#4	Total
Ferreira	20 /20	20 /20	10 /10	40/50	90/100

	Max. Points	Category
#1	20	<i>Qualifications, Background and Experience of Firm:</i> <ul style="list-style-type: none"> • Proven experience with similar projects • Availability of qualified personnel within the firm • Evidence of valid state, county and local licenses and receipts proving authority to conduct business in the jurisdiction of the work.
#2	20	<i>References (provide a minimum of 3):</i> <ul style="list-style-type: none"> • Provide three (3) projects with a brief description of similar work performed. • Provide the designated contact person's name from the referenced projects including; title, organization, address telephone number, email address, location and date.
#3	10	<i>Date of Commencement & Completion:</i> <ul style="list-style-type: none"> • The ability to complete all construction within 40 business days from the Notice to Proceed.
#4	50	<i>Price:</i> <ul style="list-style-type: none"> • Itemized Proposal Price to include all materials and labor to successfully complete this project.

Completed By: Emily Alves
Signature

Date: 3/13/25

Emily Alves
Print Name



Town of Juno Beach
EVALUATION COMMITTEE SUMMARY TABULATION
March 13, 2025

Request for Proposal: Pelican Lake Gazebo (North)

FERREIRA CONSTRUCTION

Evaluation Committee Member	Scoring Criteria Tabulation				
	#1	#2	#3	#4	Total
Andrea Dobbins <i>Project Coordinator/Risk Manager</i>	20/20	20/20	10/10	20/50	70/100
Steven J. Hallock <i>Director of Public Works</i>	20/20	20/20	10/10	10/50	60/100
Emily Alves <i>Finance/HR Director</i>	20/20	20/20	10/10	40/50	90/100
TOTAL					220/300

Completed By *Town Clerk Copeland-Rodriguez*:  Date: 3/13/25

	Max. Points	Category
#1	20	<i>Qualifications, Background and Experience of Firm:</i> <ul style="list-style-type: none"> • Proven experience with similar projects • Availability of qualified personnel within the firm • Evidence of valid state, county and local licenses and receipts proving authority to conduct business in the jurisdiction of the work.
#2	20	<i>References (provide a minimum of 3):</i> <ul style="list-style-type: none"> • Provide three (3) projects with a brief description of similar work performed. • Provide the designated contact person's name from the referenced projects including; title, organization, address telephone number, email address, location and date.
#3	10	<i>Date of Commencement & Completion:</i> <ul style="list-style-type: none"> • The ability to complete all construction within 40 business days from the Notice to Proceed.
#4	50	<i>Price:</i> <ul style="list-style-type: none"> • Itemized Proposal Price to include all materials and labor to successfully complete this project.