Selection Committee Guidelines and Schedule

For

Evaluation, Discussion and Scoring

REQUEST FOR PROPOSALS
27-003
LONGBOAT KEY VILLAGE PHASE 3 DRAINAGE IMPROVEMENTS – DESIGN AND PERMITTING

SELECTION COMMITTEE GUIDELINES

Thank you for serving on the selection committee. This document explains the process, your role and responsibilities as a selection committee member and contains the agenda for the upcoming selection committee meetings. This document presumes your familiarity with the Request for Proposals for RFP 27-003 Longboat Key Village Phase 3 Drainage Improvements – Design and Permitting (the "RFP").

The RFP document outlines the selection and award process in detail. The overall process is:

- The Town establishes a selection committee. *[Completed: You are a member of the selection committee.]*

- The selection committee reviews and evaluates the proposals according to the evaluation criteria and the maximum points allowed contained in Section 4. This evaluation will produce a short-list of proposers to participate in presentations & interviews. *[You are in this phase now.]*

- The Procurement Manager shall receive and compile each selection committee member's ranking of each proposer and then publish a rank-ordered listing of proposer's based on the combined rankings given each proposer. The selection committee will then move forward with presentations and interviews with the top ranked short-listed Proposers.

- When the selection committee conducts interviews with the short-listed proposers, each proposer shall give a presentation describing the key elements in their proposals and address any specific topics selection committee may deem necessary.

Selection Committee Objective

The objective of the selection committee is to review and evaluate the proposals submitted by proposers in response to the RFP in order to make a recommendation for award of a contract to the proposer whose proposal is most responsive to the Town's needs, and in the best interest of the Town.

Selection Committee Tasks

In order to fulfill this objective, the selection committee members are required to perform the following tasks:

1. Each committee member must complete and sign the Non-Conflict of Interest/Confidentiality Statement prior to the selection committee meeting;

2. Evaluate proposals based on established evaluation criteria and RFP requirements. Each committee member must complete a score sheet. The score sheet will be required to be

submitted at the conclusion of the process and will become public record by becoming a part of the contract file.

3. The selection committee will conduct interviews and presentations with the proposers. At the conclusion, each committee member shall rank the proposers and then collectively decide if they would like to recommend award to the Town Manager. Each committee member must complete a final rank sheet. The final ranking sheets will be required to be submitted at the conclusion of the process and will become public record by becoming a part of the contract file.

Selection Committee Rules and Procedures

1. Each committee member will be asked whether he/she has a personal interest in any participating proposer and if he/she understands and can perform within the ground rules and procedures.

    a. Each committee member should have no personal/financial interest in which a proposer is recommended for award. All personal/financial interest situations must be reported on the Non-Conflict of Interest/Confidentiality Statement.

    b. Each committee member should have a professional interest that the results of the selection committee can be supported and defended.

    c. Each committee member should have a professional interest that the recommendation of the selection committee will lead to the selection of a proposer that can and will provide a service for the Town in an acceptable manner.

2. Proposer contact must be strictly through the Procurement Manager. If a proposer contacts a committee member, the proposer must be referred to the Procurement Manager. Committee members cannot partake of individual meetings, lunch, entertainment or any other direct contact with proposers once you have been appointed to the selection committee.

3. This selection committee shall have the Procurement Manager acting as facilitator.

4. The selection committee shall perform a fair evaluation of all proposals and set aside prejudices. Inherent knowledge of a proposer shall be used judiciously and pertain only to current situations.

5. Items of question or clarifications will be brought before the selection committee. Contact with proposers will be conducted through the Procurement Manager, who shall share any feedback or responses from the proposers(s) on points of clarification with the selection committee.

6. If there are requirements outlined in the RFP, any proposal(s) that does not meet those requirements, shall be reviewed by the Procurement Manager for determination of responsiveness.

7. All committee members must evaluate each proposal. The evaluation may be done within the selection committee meeting and then shared aloud and discussed.

8. The "Sunshine Law" applies to your work as a committee member. After the issuance of the RFP by the Town, proposers and their representatives shall not contact, communicate with, or discuss any matter relating in any way to this RFP with the Town, including any Town Commissioner, selection committee member, any employee of the Town or anyone other than the Procurement Manager. Such communications initiated by a proposer shall be grounds for disqualifying the offending firm from consideration for award under this RFP and/or potentially any future RFPs with the Town.

9. Any such discussions with another committee member must take place in a public meeting. Please do not conduct any private substantive discussions with other committee members about the RFP or any of the responses. This prohibition begins with the issuance of the RFP and ends upon award of the resulting contract.

Selection Committee Meeting Agenda

The meeting will take place in the Town Hall Commission Chamber based on the agenda listed below:

Wednesday, December 2, 2026

Call to order; review of process *[Conducted by Procurement Manager]*	9:00AM – 9:05AM
Selection Committee discussion, evaluation & scoring of proposals *[Participation required by all committee members]*	9:05AM -

Selection Committee Meeting Detail

The Procurement Manager will open the meeting with introductions and a review of process. The selection committee members will be required to submit their executed Non-Conflict of Interest/Confidentially Statement and ask any process questions prior to commencing the evaluations and presentations.

The Procurement Manager will give the floor to the Project Manager to begin the general discussions of each proposal. During this discussion your role is to fairly consider each proposal.

Following the discussions, you will exercise your good judgement and assign points to each criterion in accordance with its corresponding description listed in the RFP. Each committee member will read aloud their scores and a summary score sheet will be generated and published by the Procurement Manager.

Ultimately, the purpose of this evaluation is to generate a ranking of the proposers with the highest-ranked proposers advancing to conduct interviews.

At the conclusion of publishing the summary score sheet, the committee will collectively decide how to move forward.

Please remember if you make any comments or notes within any material, at the conclusion of the meeting, it will need to be turned in to become a part of the public record.

Completed and signed score sheets will then be given to the Procurement Manager and a final rank will be established and announced.

NON-CONFLICT OF INTEREST/CONFIDENTIALITY STATEMENT

I, the undersigned, a member of the selection committee for **Competitive Solicitation RFP 27-003 Longboat Key Village Phase 3 Drainage Improvements – Design and Permitting** will perform the evaluation under the guidelines, procedures and requirements in the competitive solicitation and Selection Committee Guidelines.

Further, I am an employee or representative of the Town of Longboat Key, I represent as follows:

1. I have a professional interest in seeing that the scoring and evaluation of the responses to this request for proposal can be supported and defended, and that the recommendation of the selection committee will lead to the selection of the proposer most advantageous to the Town taking into consideration the evaluation factors set forth in the competitive solicitation.

2. I neither have nor shall I during the evaluation acquire any financial interest, direct or indirect, in any proposer or otherwise that would conflict in any manner or degree with my evaluation responsibilities. Members of my immediate family (spouse or children) and other family members who are in my household are subject to the same restriction and disclosure requirements. For purposes of this provision, publicly traded shares in stock of any respondent that are selected and administered by a third person, e.g. a mutual fund or retirement plan, are not subject to this restriction. Otherwise, the nature and extent of such financial interests must be disclosed by me to the Procurement Manager for their evaluation of the significance of the financial interest on participation in this evaluation.

3. Notwithstanding my termination of employment or other later disassociation from this selection committee, I shall not participate in the development of responses to this competitive solicitation.

4. I am aware that this evaluation will involve my knowledge of official information and possible proposer information not publicly known. I agree not to disclose any confidential or proprietary information gained during the course of my service on this selection committee to any person.

If I should become aware of any situation, which may arise, that could alter any of the representations above, or that might otherwise create the appearance of a conflict or other impropriety, I will notify the Procurement Manager immediately.

Name:_____

Title:_____

Signature:_____

Date: _____