November 12, 2026

Dear Selection Committee Member,

Thank you for agreeing to be a part of the Selection Committee for RFP 27-004 Longboat Key Village Phase 4 Drainage Improvements – Design and Permitting.

The selection committee will consist of the following members: Jennifer Fehrs, Dave Kushnir, Charlie Mopps, and Kalee Zavela.

The selection committee meeting will take place on Wednesday, December 2 at approximately 10:00AM. It will take place in the Town Hall Commission Chamber.

At this meeting the selection committee will discuss all of the proposals received and will evaluate each of them in order to collectively make a recommendation to short-list the highest ranked Proposers and conduct interviews & presentations.

This process can be explained in greater detail at the beginning of the first selection committee meeting.

You have received the following materials to help you prepare for the meeting and evaluate the proposals received.

- A summary of the proposers names submitting a proposal, the main contact name & contact information. This document will allow you to review the proposers and make a determination regarding execution of the Non-Conflict of Interest/Confidentiality Statement.

- Selection Committee Guidelines & Schedule- Please read this document carefully as it outlines the rules that apply to a selection committee and includes specific process information & agenda.

    - ❖ Most importantly, please do not discuss the proposals with anyone outside of Procurement. Specifically, committee members cannot discuss the proposals outside of the public meeting setting and cannot discuss the proposal with any proposer.

- Non-Conflict of Interest/Confidentiality Statement- Please read, execute, and bring to the meeting with you.

- Selection Committee Evaluation Score Sheet – Bring to the meeting with you.

- A copy of the original RFP document. This will outline the requested scope of services, the evaluation process, evaluation criteria, and the evaluation of proposals.

- A copy of each proposal received in response to this RFP (6 proposals in total) so that you may have an opportunity to read through them prior to the selection committee meeting. It is crucial that all committee members have read the

proposals and are prepared to discuss, evaluate, and score them at the meeting. This meeting will be publically noticed. Please be prepared to have an audience.

- ❖ Please be aware that any notes you have written or typed 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.

As you read the proposals and prepare for the meeting, if you have any questions on the proposals or the RFP please make a note of them and bring them to the meeting to discuss, Other than this, if you have any questions at any point throughout the process, please contact me directly. Please do not contact another committee member outside of the committee meetings. If anyone reaches out to you about this RFP, please refer them to me as well.

Thank you,

Kari