

Process for City Commission involvement in the selection of a firm responding to an RFP

1. City Staff will review all technical and fee proposals as outlined in Section III of the RFP document and determine who will be invited to interview for further award consideration. (This will eliminate those proposals that are non-responsive, non-responsible or are otherwise not qualified for further consideration).
2. City Staff will communicate to the Commission Chair which proposing firms will be asked to interview and will be provided the written proposals (technical and fees) for distribution to the Commission member who will represent the Commission in the process for informational purposes only. All written proposals must be kept private to City staff and the City Commission member only.
3. City Staff and the one representative from (or on behalf of) the City Commission will hold interviews of the selected firms.
4. During the interview the City Commission Representative will be able to ask questions of the proposers, but will not be a scoring or voting member in the City Staff's evaluation of the interviews.
5. City staff will send notice to the Commission at a regular meeting of the intent of the City to move forward with a proposal. This optional step is a notification to the Commission, not a request for approval.
6. City staff will follow typical resolution protocol for action by City Council on awarding the RFP.
7. The City Commission Representative will report to the Commission, who will make a direct recommendation to City Council on who of the interviewed firms should be awarded if the intended awarded firm differs from the recommendation by City staff.