

RFP 2157 Selection Committee Meeting June 24, 2022 Minutes

Selection Committee for the above-mentioned RFP held a strategy meeting on Friday, June 24, 2022 commencing at 9:07 a.m. in the Community Development Conference Room, 2nd floor of City Hall, 228 S. Massachusetts Avenue, Lakeland, Florida.

Committee Members Present: Jim Edwards; Emily Foster, Planner Senior; Matthew Lyons, Chief Planner; John White.

Other Attendees: Tara Walls, Senior Purchasing Agent.

Discussion: Tara explained the purpose of today's meeting was to discuss the upcoming RFP evaluation process, including Selection Committee Procedures, the scoresheet and timeline. Tara went over procedures of the committee (Do's & Don'ts) and the scoresheet. The location criteria was discussed and the committee decided to leave all criteria as was listed in the RFP. Committee members had a few questions regarding schedule and scoring. The committee is set to meet for the publicly noticed meeting to have discussion & submit their scoring on Wednesday, June 29th at 2:00 p.m.

There being no further business to come before the Committee, the meeting was adjourned at 9:24 a.m. These minutes are the official minutes of the Selection Committee meeting held on Friday, June 24, 2022.

Submitted by: **Tara T. Walls, CPPB, Senior Purchasing Agent**