

CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

AGENDA • APRIL 16, 2024

City Commission Chamber Special Called City Commission Meeting

5:00 PM

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

City Clerk's office: (386) 248-9441 - Fax: (386) 248-9448



City Commission Chamber
City Hall
1065 Ridgewood Avenue
Holly Hill, FL 32117

CITY COMMISSION MEMBERS

Mayor
Chris Via

District 1 - Commissioner
John Penny

District 3 - Commissioner
John C. Danio

District 2 - Commissioner
Penny Currie

District 4 - Commissioner
Roy Johnson

CITY MANAGER
Joseph Forte

CITY CLERK
Valerie Manning

1. CALL TO ORDER

- a. Roll Call

2. ORAL PRESENTATIONS BY KIMLEY-HORN & ASSOCIATES, INC., AND MEAD & HUNT, INC.

- 1. Oral Presentations by Kimley-Horn & Associates, Inc., and Mead & Hunt, Inc., for Design for Water Utility Optimization and Resilience Improvement Engineering Services
(Requested by Valerie Manning, City Clerk)

3. ADJOURNMENT

Website Address – www.hollyhillfl.org (City Clerk)

NOTICE – If any person decides to appeal any decision of the City Commission at this meeting, he/she will need a record of the proceedings and, for that purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City does not prepare or provide such a record.



For special accommodations, please notify the City Clerk's Office at least 72 hours in advance. (386) 248-9441



Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk's Office.

In accordance with the Americans with Disabilities Act (ADA), persons needing a special accommodation to participate in the Commission proceedings should contact the City Clerk's Office no later than three (3) days prior to the proceedings.



City Commission

1065 Ridgewood Ave
Holly Hill, FL 32117

SCHEDULED

Meeting: 04/16/24 05:00 PM
Department: City Clerk
Category: Presentation
Prepared By: Valerie Manning
Initiator: Valerie Manning
Sponsors:

DOC ID: 4476

SPECIAL CALLED CITY COMMISSION MEETING (ID # 4476)

Oral Presentations by Kimley-Horn & Associates, Inc., and Mead & Hunt, Inc., for Design for Water Utility Optimization and Resilience Improvement Engineering Services

DISCUSSION:

During the regular City Commission meeting on Tuesday, April 9, 2024, the City Commission agreed to allow for oral presentations from both RFQ submittal's for tonight's Special Called City Commission meeting.

On March 14, 2024 the city received two (2) responses to a Request for Qualifications (RFQ) 24-WA-02, Professional Design/CEI Services for the Water Utility Optimization and Resilience Improvements from Kimley-Horn & Associates, Inc., and Mead & Hunt, Inc.

Tonight, both engineer firms will conduct oral presentations to the Mayor and City Commissioners.

The agenda outline is as follows:

AGENDA

Oral Presentations for RFQ #24-WA-02 Professional Design/CEI Services For Water Utility Optimization and Resilience Improvements Tuesday April 16, 2024 @ 5:00 PM

Any presentation material need to be displayed shall be placed on a Thumb drive and provided to the City Clerk prior to the meeting. Each member of the City Commission will be provided with a copy of each proposal for their personal review. Each member of the City Commission will be provided a scoring sheet to rank each vendor during their oral presentation. Each City Commissioner will rank the two firms as 1 or 2 and then turn their ranking in to the City Clerk.

6:00 Staff introduction of RFQ-24-WA-02 and presentation of ranking termination - (10 min)

6:10 Presentation by Mead Hunt, Inc. - (10 minutes)

6:20 Questions and Answers - (5 min)

6:25 BREAK (5 min)

6:30 Presentation by Kimley Horn & Associates - (10 min)

6:40 Questions and answers - (5 min)

6:45 Commission deliberation and ranking (10 min)

6:55 The City Clerk will tally the ranking to determine final scores and announce the firm with the lowest score as the recommended vendor.

Motion and second followed by action from City Commission - (5 min)