

CITY OF NEWBERRY, FLORIDA

OFFICE OF PROCUREMENT

RFQ 2026-06 Professional Engineering & Consulting Services Public Evaluation MEETING AGENDA

Date: Wednesday, June 4, 2025

Time: 3:30 PM EST

Location: City Hall, Large Conference Room

Meeting Type: Public / Open to the Public

Respondent Under Review: Woodard & Curran

EVALUATION COMMITTEE

Dallas Lee
Evaluator

Jamie Jones
Evaluator

Rance Green
Evaluator

NOTICE TO THE PUBLIC

This meeting is open to the public in accordance with Florida's Government in the Sunshine Law (F.S. §286.011). Any person who decides to appeal a decision made at this meeting will need a record of the proceedings. Persons with disabilities needing accommodations should contact the City Clerk's Office in advance.

AGENDA ITEMS

1. Call to Order

The Chairperson will call the meeting to order and confirm that the meeting has been duly noticed and is open to the public.

2. Roll Call of Evaluation Committee

Confirm attendance of all three evaluators: Dallas Lee, Jamie Jones, and Rance Green.

3. Statement of Purpose

The Chairperson will state the purpose of the meeting: to publicly evaluate the qualifications submitted in response to the City's RFQ and to determine whether the sole respondent, Woodard & Curran, meets the qualifications criteria.

4. Overview of Procurement Background

Staff will provide a brief overview of the RFQ, the public advertisement process, the submission deadline, and the fact that one (1) response was received.

5. Explanation of Evaluation Methodology

The Chairperson will explain that, due to a single respondent, no comparative scoring or numerical ranking will be assigned. The Committee's review is qualitative, assessing whether the respondent is qualified and responsive to the RFQ criteria.

6. Evaluation Committee Review and Discussion

Each evaluator will present their independent observations and findings regarding the qualifications submitted by Woodard & Curran, including firm experience, key personnel, organizational capacity, references, and responsiveness to RFQ requirements.

7. Public Comment

The Chairperson will open the floor for public comment. Members of the public may address the Committee regarding the evaluation. The public comment period will be open for a reasonable time as determined by the Chairperson.

8. Committee Vote and Determination

The Evaluation Committee will vote on whether Woodard & Curran is determined to be a qualified and responsive respondent to the RFQ. Individual votes will be recorded. No numerical scores will be assigned.

9. Announcement of Results and Recommendation

The Chairperson will announce the Committee's determination. If the respondent is found qualified, staff will note that the determination will be presented to the City Commission for approval in accordance with the City's Purchasing Policy.

10. Adjournment

The Chairperson will adjourn the Public Evaluation Meeting.

The agenda may be modified at the meeting to add or delete items at the discretion of the Chairperson.