To: Selection Committee Members:
    Ken Frink, City Manager
    Beau Keene, Public Works Director
    Leslie Bollin, Events & Marketing Director
    Mark Livingston, Capital Projects Manager
Cc: Mia Fink, City Clerk

From: Beau Keene, P.E., Director of Public Works
Date: October 5, 2020

The public meeting for Step #2 (technical/cost proposals) and final RFP ranking will be held in City Hall, Council Chambers on Friday, October 16, 2020 at 3:00 p.m.

The purpose of the meeting is to publicly: read aloud the selection committee’s individual evaluations for Step #2; compile and tally the results; develop a final ranking; and announce the highest-rank firm. This is a public meeting and will be conducted in accordance with all applicable provisions of the Florida Sunshine Law.

- Call to order
- Public comment - Please limit speaking time to three minutes per speaker
- Submittal of original Step #2 scoring sheets to the City Clerk
- Announcement of each evaluator’s Step #2 scoring by the City Clerk
- Compilation and formation of a final (Step #1 plus Step #2) ranking tally
- Announcement of final RFP rankings
- Adjourn

Any person who decides to appeal any decision of the Governing Body with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose may need to provide that a verbatim record of the proceeding is made, which record includes testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes). Any person requiring reasonable accommodation at this meeting because of a disability or physical impairment should contact the City of Crystal River, City Manager’s Office, 123 N.W. Highway 19, Crystal River, Florida, 34428 (352) 795-4216, at least two (2) days before the meeting.