



North Bay Village Finance Department

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DATE: December 29, 2022
TO: RFQ#2022-005 ShortList
FROM: Angela Atkinson, Chief Financial Officer
SUBJECT: A&E Design Services for the NBV Village Hall & Public Safety Complex
RFQ#2022-005 ShortList

The following four (4) firms have been shortlisted for the A&E Design Services for the NBV Village Hall & Public Safety Complex RFQ#2022-005:

- Leo A. Daly
- Saltz Michelson Architects, Inc.
- Wannemacher Jensen Architects
- Cartaya & Associates Architects, P.A.

The shortlisted firms are required to attend the January 10, 2023, Commission Meeting, for a twenty-five (25) minute presentation/interview that will be scored by the Mayor, Vice Mayor, and the Commissioners. Please see below for the physical meeting address.

The twenty-five (25) minute presentation/interview will consist of a fifteen (15) minute presentation, followed by ten (10) minutes of questions from the Mayor, Vice Mayor, and the Commissioners. Each presentation should be based on the criteria in the RFQ, and will be scored by the criteria on page 25. Please email your PowerPoint presentations by 12 p.m. the day of the meeting to aatkinson@nbvillage.com and bring paper copies for the Commissioners and Senior Management. It is your responsibility to confirm that your email/document has been received by staff.

North Bay Village will hold the public Commission meeting on:
January 10, 2023 at 6:00 p.m.
1666 Kennedy Causeway #101, North Bay Village, FL
(Physical Meeting Location)

The presentations are estimated to start around 7:30 p.m. Please see below for the arrival time for each of the ShortListed Firms. The Village Manager has requested that each firm, respectfully, wait in the lobby by the elevators until it is time for their presentation.

- Leo A. Daly – 7 p.m.
- Saltz Michelson Architects, Inc. – 7:30 p.m.
- Wannemacher Jensen Architects – 8 p.m.

- Cartaya & Associates Architects, P.A. – 8:30 p.m.

The January 10, 2023, Commission agenda will be available online next Tuesday at <https://northbayvillage-fl.gov/agendas-minutes/>. Should the above information change, the firms will be notified through their Authorized Representative's email address listed on their Proposal Documents. Please contact me at aatkinson@nbvillage.com if you have any questions.

Angela C. Atkinson

Angela Atkinson
Chief Financial Officer