

**MINUTES
TOWN OF MONTVERDE
SPECIAL TOWN COUNCIL MEETING**

January 2, 2014

The Town of Montverde met in special session on Thursday, January 2, 2014 at 6:00 PM in the Town Hall Auditorium.

Council Present:

President Glenn Burns
Vice President Joe Wynkoop
Jim Peacock
Jim Pierce
Arthur Nix

Staff Present:

Mayor Troy Bennett
Anita Geraci-Carver, Town Attorney
Mary Gillis Mason, Finance Director and Town Clerk

Mary Gillis Mason called the meeting to order at 6:02 PM and Mayor Troy Bennett led the Pledge of Allegiance.

Mary Gillis Mason performed the roll call and it was determined that a quorum was present.

NEW BUSINESS

Selection of Town Engineer

Mayor Troy Bennett stated that the purpose of the Special Meeting was to begin the process to appoint a new Town Engineer. He stated that Town staff advertised a Request for Qualifications (RFQ) for continuing engineering services online and in the newspaper. The Town received two responses: CPH, Inc. and TSR Consultants, PLLC. Mayor Bennett stated that the Selection Committee, consisting of him, Anita Geraci-Carver, and Mary Gillis Mason, reviewed the responses and ranked the firms. He stated that tonight, he is asking for approval of the selection of the engineering firm, and approval for him to negotiate a contract.

Mayor Bennett then explained that TSR had been the City of Clermont's Engineer for 15 years. He stated that he thought that they had performed work for Astatula and Howey-in-the-Hills as well. CPH, he explained, was a larger firm that had the cities of Eustis and Mt. Dora were listed as references. Mayor Bennett stated he called some of their references and received good reviews of CPH, specifically that they typically tend to stay within budget amounts on projects, and that they can handle all engineering services in-house.

Mayor Bennett also stated that he received a couple of unfavorable reviews regarding TSR. Councilman Pierce asked if Tamara Richardson, President of TSR, had received good reviews from the City of Clermont. Attorney Anita Geraci-Carver stated that Tamara Richardson has done good work for the City of Clermont. She also stated that CPH is a mid-range firm, and that she has heard positive responses about them. Mayor Bennett stated that Tony Hairston, who is currently working on a water study for the Town, liked working with CPH very much.

Anita Geraci-Carver stated that she has been working with Tamara Richardson in performing work for the City of Groveland. She stated that she is very reasonable, but that she would probably have to farm out some engineering services. She stated that the Town would not know who she would farm out services to, and for that reason, she ranked TSR second.

Anita Geraci-Carver stated that if Council approved the ranking, then the next step would be to approve for the Mayor to negotiate with the firm that was ranked first. If the negotiations failed, the next step would be to negotiate with the firm that was ranked second.

Mayor Bennett asked Mary Gillis Mason if she had anything to add about her selection of CPH as the first-ranked firm, and she replied no, but that she wanted to add that she spoke with Sean Parks, the Town's Planning Consultant, and he had favorable reviews of working with CPH.

Mayor Bennett explained that one of the first projects for the new engineer would be for the June project. He stated that Tony Hairston has worked with the city of Clermont. He stated that CPH has worked with Tony and the Town of Oakland. So all of the would-be-players in the June project have good working relationships. Councilman Pierce asked if CPH is qualified in designing lift stations and things like that, and Mayor Bennett responded yes, that CPH would not need to farm out those duties.

Councilman Peacock stated that he has worked with CPH before in his personal work, and that he had good experiences with them.

Mayor Bennett stated that the Town typically needs a quick turnaround for projects, and CPH seems very good at that. Councilman Peacock stated that perhaps that fact should be included in negotiations.

Mayor Bennett asked Councilman Burns and Councilman Wynkoop if they had any questions. Councilman Burns responded that he would defer to Councilman Nix's opinion regarding his dealings with TSR and CPH. Councilman Nix stated that he has worked with both, and both are very good. He stated he is pleased with CPH's ranking. Councilman Wynkoop stated that he also would defer to Councilman Nix's opinion.

MOTION by Joe Wynkoop to approve for the Mayor to begin negotiations with CPH Inc.;
SECONDED by Arthur Nix.

Mayor Bennett opens and closes Public Comment.

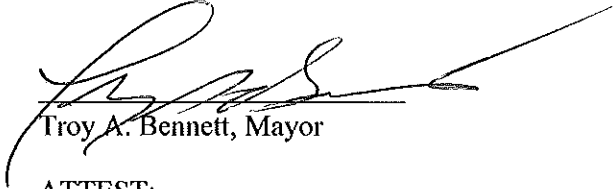
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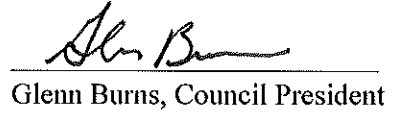
Against: None

ADJOURN

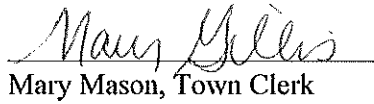
Motion to adjourn by Jim Pierce; SECONDED by Arthur Nix, at approximately 6:16 PM. Passed unanimously.

Respectfully submitted,


Troy A. Bennett, Mayor


Glenn Burns, Council President

ATTEST:


Mary Mason, Town Clerk

