

**TOWN OF ASTATULA  
MAYOR AND COUNCIL  
WORKSHOP MINUTES**



**SPECIAL SESSION TUESDAY  
JANUARY 29, 2019  
TOWN HALL**

Having been duly advertised as required by law, Mayor Robert Natale called the Planning Workshop to order at 6.06pm. Vice-Mayor Mack gave the invocation and Mayor Natale led the Pledge of Allegiance.

**Members Present:**

Robert Natale, Mayor  
Mitchell Mack, Vice-Mayor  
Gayle Sikkema  
Stephen Cross

**Staff Present:**

Graham Wells, Town Clerk

**Absent:**

Kimberly Kobera

Roll Call was performed, and it was determined that a quorum was present.

**REVIEW OF THE PROFESSIONAL ENGINEERING CONSULTING SERVICES PROPOSALS  
SUBMITTED BY:**

Mittauer & Associates – Based in Ocala, Florida – Present at the meeting  
Booth, Ern, Straughan & Hiott (BESH) Based in Tavares, Florida  
Cribb Philbeck Weaver Group (CPWG) Based in Oviedo, Florida

Each of the applicants had submitted detailed and professional proposals outlining the services that they were able to provide to the town. The Mayor suggested that Council rate the applicants from the knowledge they have based on the criteria sheet provided by Councilman Mack. These included the following questions and the scope of work from the RFQ.

- Is the firm independent and licensed to practice in Florida?
- Does the Firm have any conflict of interest with regard to any other work performed by the firm for the Town of Astatula?
- Has the firm successfully completed work for the Town in the past?
- Location of firm's office and personnel?
- How well has the firm demonstrated experience completing similar projects on time and within budget?
- How successful is the general history of the firm regarding timely and successful completion of projects?
- Do the individuals assigned to the project have experience on similar projects?
- Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?

- How knowledgeable are the offeror's personnel of the local area; and how many individuals have worked in the area previously?
- How extensive is, the applicable education and experience of the personnel designated to work on the project?
- Has the firm provided innovative solutions on previous projects?

Project work discipline qualifications and specializations:

- **Municipal Regulatory Review of Site Plans and Subdivision Plats for compliance with the Town's Land Development Regulations**
- **Storm water & drainage improvements, permitting and management**
- **Assistance in refining the Town's Stormwater Master Plan**
- **Application assistance for applicable grants for NPDES and TMDL Projects**
- **Geotechnical Engineering**
- **Road, bridge and parking facilities improvements**
- **Traffic Engineering, Signalization, Signage, Traffic Studies**
- **Land Surveying, Mapping and GIS services**
- **Environmental Projects**

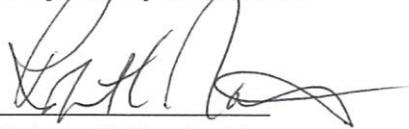
After extensive discussion, it was conceded that all three firms had exceptional experience and credentials and any one would do a first-class job for the Town. Location, grant procurement and experience with small towns were major factors and overall it came down to who would be the right fit for Astatula. It was decided that Council should invite all three firms to come and present their case. A final decision would be made at the February 11, 2019 Regular Council meeting.

A date was set for February 4, 2019; CPWG at 6:15 pm, Mitteuer at 6:45 pm and BESH at 7:15 pm.

## ADJOURNMENT

There being no further business Mayor Natale adjourned the meeting at 7:38 pm.

Respectfully submitted,



Robert C. Natale, Mayor

ATTEST:



Graham Wells, Town Clerk

