PUBLIC NOTICE OF MEETING TO INTERVIEW SHORTLISTED FIRMS FOR RFQ MCRA 2021-01 – ARCHITECTURAL SERVICES FOR MARGATE COMMUNITY REDEVELOPMENT AGENCY

You are hereby notified that the Selection and Evaluation Committee will meet to interview the firms shortlisted for RFQ MCRA 2021-01. Additional action may include final ranking of the firms in preparation for a recommendation to the MCRA Board of Directors, and any other action under the defined responsibilities of the Committee. The meeting will take place on the following date and time:

WEDNESDAY, MARCH 17, 2021 AND THURSDAY, MARCH 18, 2021 AT THE FOLLOWING INTERVALS

Wednesday, March 17, 2021 (Zoom Webinar ID: 848 3457 5195)

Alfonso Hernandez Architects	**2:00 PM**
CPZ Architects	**3:00 PM**
Saltz Michelson Architects	**4:00 PM**

Thursday, March 18, 2021 (Zoom Webinar ID: 879 5268 9243)

Stiles Architectural Group	**9:00 AM**
Synalovski Romanik Saye	**10:00 AM**
Walters + Zackzia	**11:00 AM**

IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE ABOVE EVALUATION COMMITTEE WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING, THEY WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE, THEY MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE MADE. (ANYONE DESIRING A VERBATIM TRANSCRIPT SHALL HAVE THE RESPONSIBILITY, AT THEIR OWN EXPENSE, TO ARRANGE FOR THE TRANSCRIPT).

cc: MCRA Board
Executive Director, MCRA
MCRA Attorney
City Clerk
Finance Director
Purchasing Manager
Assistant Executive Director, MCRA
Assistant Director of DEES
Project Manager
Budget Manager
Purchasing Supervisor
Purchasing RFQ File

PUBLIC NOTICE OF MEETING TO INTERVIEW SHORTLISTED FIRMS FOR RFQ MCRA 2021-01 – ARCHITECTURAL SERVICES FOR MARGATE COMMUNITY REDEVELOPMENT AGENCY

WEDNESDAY, MARCH 17, 2021 STARTING AT 2 P.M.

Through the City's Website:
Go to www.margatefl.com
Go to "Agendas & Minutes" > Find the respective meeting date and click "Agenda Summary" to view the agenda items and see the Zoom meeting website address.

Alternate Option for Viewing and Participating in the Meeting:
Through Zoom technology:

Instructions for Attendees\Participants:

Topic: **"Virtual Meeting – PUBLIC NOTICE OF MEETING TO INTERVIEW SHORTLISTED FIRMS FOR RFQ MCRA 2021-01 – ARCHITECTURAL SERVICES FOR MARGATE COMMUNITY REDEVELOPMENT AGENCY"**

Please go to the link below to join the webinar: https://us02web.zoom.us/j/84834575195

Telephone: Dial US: 1-669-900-6833 or 1-929-205-6099

Webinar ID: 848 3457 5195

To virtually raise hand and be acknowledged to speak:

1. Users who call in can dial *9 to raise their hand
2. If going through mobile (phone\tablet) app, to raise hand select "Participants", then see option to raise hand.
3. On the computer users should click "Participants" then see option to raise hand
4. Once you have been selected to speak, you will be prompted to unmute your device or stay muted.

PUBLIC NOTICE OF MEETING TO INTERVIEW SHORTLISTED FIRMS FOR RFQ MCRA 2021-01 – ARCHITECTURAL SERVICES FOR MARGATE COMMUNITY REDEVELOPMENT AGENCY Y

THURSDAY, MARCH 18, 2021 STARTING AT 9 A.M.

Through the City's Website:
Go to www.margatefl.com
Go to "Agendas & Minutes" > Find the respective meeting date and click "Agenda Summary" to view the agenda items and see the Zoom meeting website address.

Alternate Option for Viewing and Participating in the Meeting:
Through Zoom technology:

Instructions for Attendees\Participants:

Topic: **"Virtual Meeting – PUBLIC NOTICE OF MEETING TO INTERVIEW SHORTLISTED FIRMS FOR RFQ MCRA 2021-01 – ARCHITECTURAL SERVICES FOR MARGATE COMMUNITY REDEVELOPMENT AGENCY"**

Please go to the link below to join the webinar: https://us02web.zoom.us/j/87952689243

Telephone: Dial US: 1-669-900-6833 or 1-929-205-6099

Webinar ID: 879 5268 9243

To virtually raise hand and be acknowledged to speak:

1. Users who call in can dial *9 to raise their hand
2. If going through mobile (phone\tablet) app, to raise hand select "Participants", then see option to raise hand.
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CITY OF MARGATE

PURCHASING DIVISION VIRTUAL PUBLIC MEETING PROCEDURES FOR

SELECTION COMMITTEE MEETINGS

UTILIZING COMMUNICATIONS MEDIA TECHNOLOGY (CMT)

DURING DECLARED EMERGENCIES

1. **Intent**

The intent of these emergency Purchasing Division Virtual Public Meeting procedures ("Procedures") is to ensure that, during a declared Federal, State, County, or Municipal emergency ("Declared Emergencies"), the Purchasing Division still has meetings, when necessary, to conduct official business in accordance with Florida Statutes and/or to meet requirements of the Procurement Code of the City of Margate. It is the intent of the City to provide an equitable and efficient method to provide public access to all matters that are to be addressed through public meetings ("Proceedings").

2. **Applicability**

These Procedures shall be utilized only during Declared Emergencies.

3. **Definitions**

The following words, terms and phrases, when used in these emergency procedures, and notwithstanding any other definitions in the City Code, shall have the meanings ascribed to them in this section.

Attendees. Shall mean members of the general public who wish to view Proceedings via Communications Media Technology (CMT).

Notice. Notice requirements as contained in Florida Statutes and the City Code of Ordinances shall apply to the Virtual Public Meeting. Any notice of a meeting, and any agenda for such meeting, to be conducted as a Virtual Public Meeting, shall include a reference to the Virtual Public Meeting Procedures for information on the method to view the Virtual Public Meeting.

Official file. All written communication received by Staff (from any source) concerning any matter on a Virtual Public Meeting Agenda shall be filed in the record of the Meeting, which shall be maintained by Staff.

Virtual Public Meeting Procedures and Technical Information for CMT Meetings. The technical information for CMT Meetings (utilizing the Zoom Meeting platform) as detailed below, and a copy of these Virtual Public Meeting Procedures shall be posted on the City's website.

4. **General Procedures.**

Virtual Public Meeting. The Virtual Public Meeting shall be held through the use of Communication Media Technology (CMT) (electronic transmission of printed material, audio, full- motion video, freeze-frame video, compressed video, and digital video by any method available, as provided in Section 120.54(5)(b)(2), Florida Statutes), which is accessible to all Attendees to the extent technologically practicable.

Attendance. The Purchasing Division will make its best efforts to take attendance at all meetings or events held pursuant to these Procedures, to the extent technologically practicable through the CMT.

In the event the City's CMT malfunctions during the Virtual Public Meeting, the Purchasing Division shall use its best efforts to address the malfunction and, if the meeting is continued to a specific date and time, or rescheduled, to provide notice as to the date and time of the continuation of the Virtual Public Meeting. Malfunction of an individual's CMT equipment, including, but not limited to computer and/or telephone, shall not require continuation of the Virtual Public Meeting, provided the Purchasing Division CMT equipment continues to function.

5. **Technical Information for CMT Meetings**

The notice of virtual public meeting will provide instructions, as detailed above, for accessing the meeting using CMT that will be available on the City's website.

Selection Committee Meeting – Attendees may view and/or listen to the committee meeting, but may not participate or provide comments/questions.

6. **Technical Information for CMT**

Mute: Attendees will be automatically placed in Listen Only (mute) mode during the meeting. The meeting organizer (Staff) will control mute/unmute.

Live Video: Attendees will have their video capabilities automatically placed in "off" mode.

Attendance: In order to keep a log with attendance, all attendees will be asked to type their name and the name of the supplier/contractor they represent under the chat feature.

First Time Using Zoom Meeting: Get the App in advance by going to the following link - https://zoom.us/client/latest/ZoomInstaller.exe