

SELECTION / EVALUATION MEETING MINUTES

RLI E-27-20

Continuing Contract for Mechanical and Plumbing Engineering Services

Tuesday, October 7, 2020

Meeting started at 9:03 AM

The committee consisted of:

- Anthony Alhashemi, Engineering Project Manager I (Voting)
- Brian Donovan, Assistant City Manager (Voting)
- Christopher Schlageter, Engineering Projects Manager I (Voting)
- Matt Kudrna, Engineering Project Manager II (Voting)
- Nguyen Tran, Community Redevelopment Agency Director (Voting)

Also, in attendance: Jeffrey English, Purchasing Agent (Non-Voting) and Tammy Thompkins, Purchasing Agent (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to select firms to provide mechanical and plumbing engineering services to the City and the CRA on a continuing as-needed basis. This meeting was posted as a "Public Meeting both at City Hall and at the Purchasing Division office, and on the City's website. Four (4) firms submitted responses to the City's Request for Letters of Interest (RLI).

Matt Kudrna led the technical discussion. The Purchasing Agent reviewed evaluation procedures and distributed Conflict of Interest Statements for completion by all voting members.

Each Committee member had reviewed all of the responses in advance of the meeting. The Committee discussed each of the proposals in alphabetical order, and scored the responses using voting forms containing the evaluation criteria published in the RLI, with the following results:

(1)	DTM Tech, Inc.....	306
(2)	Pistorino & Alam Consulting Engineers, Inc	254
(3)	SGM Engineering, Inc	331
(4)	TLC Engineering for Architecture.....	293.15

Pursuant to City Ordinance 2018-46 establishing a Local Business Program, TLC Engineering for Architecture was awarded an additional 2.5%. A copy of the voting matrix is attached. The Committee decided oral presentations would not be required. The consensus of the Committee was that all four (4) firms would be recommended for contracts. An agenda item will be prepared to present the Committee's recommendation to the City Commission for their approval to negotiate a contract with each firm as detailed above.

Agenda items will be prepared to present the Committee's recommendation to the City Commission and the CRA Board for their approval to negotiate with DTM Tech, Inc., Pistorino & Alam Consulting Engineers, Inc., SGM Engineering, Inc. and TLC Engineering for Architecture. The Committee meeting adjourned at approximately 10:06 AM.