

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RFP E-06-20
Pompano Beach Community Shuttle Services
Monday, March 9, 2020
4:00 PM**

The committee consisted of:

Earl Bosworth, Assistant City Manager (Voting)
Robert McCaughan, Public Works Director (Voting)
Erjeta Diamanti, Budget Director (Voting)

Also in attendance was Jeffrey English, Purchasing Department (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide Community Shuttle Services. This meeting was posted as a "Public Meeting." Six (6) firms submitted responses to the City's Request for Proposals, but only five (5) submittals were responsive, as DPV Transportation failed to include required financial information. The meeting was called to order at 4:00 PM.

The Purchasing Department 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, and scored the responses using voting forms containing the evaluation criteria published in the RFP, with the following results:

(1)	Limousines of South Florida, Inc.	288
(2)	Academy Bus, LLC.	232
(3)	LAZ Parking.	221
(4)	One Parking, Inc.	201.925
(5)	ProKel Mobility.	199

Pursuant to City Ordinance 2018-46 establishing a Local Business Program, One Parking, Inc was awarded an additional 2.5% for compliance with Tier 2 requirements. The Committee decided oral presentations would not be required as the scoring results showed sufficient distinction between the responding firms. The consensus of the Committee was that the highest ranked firm would be recommended for moving forward. A copy of the voting matrix is attached. An agenda item will be prepared to present the Committee's recommendation to the City Commission for their approval to enter into a contract with the highest ranked firm Limousines of South Florida, Inc. as detailed above. The committee also agreed to request additional authorization to enter into a contract with the succeeding firm, if an impasse in negotiation occurs between the City and a top ranked firm. The Committee meeting adjourned at approximately 4:55 p.m.