

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RFP #P-32-20
Planning and Design Services for Riverside Drive Streetscape Improvements
October 14, 2020
1:30 PM**

The Selection/Evaluation Committee (Committee) consisted of the following:

Steve Almyda, Wastewater Collection Supervisor (Voting)
George Buenaventura, Building Maintenance Operating Manager (Voting)
Jennifer Gomez, Assistant Development Services Director (Voting)
John Sfiropoulos, City Engineer (Voting)

Also in attendance: Jeff English, Purchasing Agent (Non-Voting) and Jill Klaskin Press, Purchasing Supervisor (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide Planning and Design Services to the City for Riverside Drive Streetscape Improvements. This meeting was posted as a "Public Meeting". Six (6) companies/firms submitted proposals to the City's Request for Qualifications (RFQ). Chen Moore and Associates was deemed non-responsive and was removed from evaluation for failure to include required financial statements. The meeting was called to order at 1:38 PM.

Horacio Danovich led the technical discussion. The Purchasing Division of the General Services Department reviewed evaluation procedures and distributed Conflict of Interest Statements for completion by all voting members.

Each Committee member reviewed all of the responses in advance of the meeting. The Committee discussed each of the five (5) responsive proposals in alphabetical order, and scored the responses using voting forms containing the evaluation criteria published in the RFQ, with the following results:

(1)	Marlin Engineering, Inc.....	371.05
(2)	IBI Group, Inc.....	350.7
(3)	Kimley-Horn and Associates, Inc.....	350.55
(4)	KCI Technologies, Inc.....	329.025
(5)	Craven Thomas & Associates, Inc.....	329.00

Pursuant to City Ordinance 2018-46 establishing a Local Business Program, IBI Group, Inc. was awarded an additional 5% for compliance with Tier 1 requirements and Marlin Engineering, Inc., Kimley-Horn & Associates, Inc., and KCI Technologies, Inc., were 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 companies/firms. A copy of the ranking analysis detail is attached. An agenda item will be prepared to present the Committee's recommendation to the City Commission for its approval to negotiate a contract with Marlin Engineering, Inc. The Committee also agreed to request additional authorization to enter into a contract with the succeeding companies/firms, if an impasse in negotiations occur between the City and the top ranked company. The meeting adjourned at approximately 2:27 P.M.