

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RLI #L-54-16
CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING
SERVICES FOR THE MUNICIPAL AIR PARK
Public Works Administration Conference Room
1201 N.E. 5th Ave., Pompano Beach, FL
2:00 p.m. 8/17/2016**

The committee consisted of:

Tammy Good, Engineering Project Manager (Voting)
Steve Rocco, Airport Manager (Voting)
John Sfiropoulos, City Engineer (Voting)
Also in attendance: Cassandra LeMasurier, Purchasing Supervisor

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide professional engineering and consulting services for the Municipal Air Park to the City 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. Three firms submitted responses to the City's Request for Letters of Interest.

Steve Rocco led the technical discussion. The Purchasing Supervisor reviewed evaluation procedures and distributed Conflict of Interest Statements for completion by all voting members. The Purchasing Supervisor distributed a spreadsheet indicating the points to be assigned for MBE participation.

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)	Kimley-Horn & Associates, Inc.	273
(2)	HDR Engineering, Inc.	256
(3)	Limco Engineering, Inc.	120

A copy of the voting matrix is attached. The Committee decided oral presentations would not be required as the scoring results showed sufficient distinction between the responding firms. An agenda item will be prepared to present the ranking to the City Commission for their approval to negotiate a contract with Kimley-Horn & Associates, Inc.

The Committee meeting adjourned at 2:30 p.m.