

**MINUTES
SELECTION / EVALUATION COMMITTEE**

RLI E-28-19

**Raw Water Well Consulting Services
Wednesday August 7, 2019 1:30 PM**

The committee consisted of:

Earl Bosworth, Assistant City Manager (Voting)
Tammy Good, Capital Improvement Projects Manager (Voting)
Phil Hyer, Utilities Treatment Plant Superintendent (Voting)
Jason Mraz, Utilities Treatment Plant Supervisor (Voting)

Also in attendance: Jeff English, Purchasing Agent (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract with a qualified firm to provide Raw Water Well Consulting Services. This meeting was posted as a "Public Meeting." Three (3) firms submitted responses to the City's Request for Letters of Interest (RLI). The meeting was called to order at 1:30 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 RLI, with the following results:

(1)	Tetra Tech, Inc.....	343.375
(2)	Stantec Consulting Services, Inc.....	335.175
(3)	Kimley-Horn and Associates, Inc.....	292.125

Pursuant to City Ordinance 2018-46 establishing a Local Business Program, the three firms were awarded an additional 2.5% for compliance with Tier 2 requirements. The Committee decided oral presentations would not be required. An agenda item will be prepared to present the final ranking to the City Commission for their approval to enter into a contract, with Tetra Tech, Inc., the highest ranked firm.

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 negotiate with the highest ranked firm, Tetra Tech, 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 the top ranked firm. The Committee meeting adjourned at approximately 2:30 p.m.