

**MINUTES  
SELECTION / EVALUATION COMMITTEE**

**RLI #E-31-18  
GENERAL COMPREHENSIVE PLAN UPDATE (Rebid)  
Development Services Conference Room  
100 W. Atlantic Blvd., 3rd Floor, Pompano Beach, FL  
2:30 p.m. 10/10/2018**

The committee consisted of:

A. Randolph Brown, Utilities Director (Voting)  
Brian Donovan, Assistant City Manager (Voting)  
Jennifer Gomez, Assistant Development Services Director (Voting)  
John Sfiropoulos, City Engineer (Voting)  
Also in attendance: Jeff English: Purchasing Agent, and Jean Dolan: Principal Planner

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide professional consulting services to the City for the Comprehensive Plan Update. 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.

Jean Dolan led the technical discussion. The Purchasing Agent reviewed evaluation procedures and distributed Conflict of Interest Statements for completion by all voting members. The Purchasing Agent 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)	Calvin, Giordano & Associates.....	336
(2)	The Mellgren Planning Group. ....	321
(3)	The Corradino Group .....	269
(4)	Keith and Schnars, P.A.....	229

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. The consensus of the Committee was that the top ranked firm would be recommended for a contract. An agenda item will be prepared to present the Committee's recommendation to the City Commission for their approval to negotiate a contract with the highest ranked firm, Calvin, Giordano & Associates.

The Committee meeting adjourned at 3:12 p.m.