

**SELECTION / EVALUATION MEETING MINUTES**

**RLI E-26-20**

**Continuing Contract for Structural Engineering Services  
Monday, November 16, 2020  
Meeting started at 8:03 AM**

The committee consisted of:

Hector Gandia, Engineering Project Manager I (Voting)  
Matt Kudrna, Engineering Project Manager II (Voting)  
Vincent Wooten, Housing Inspector, Community Redevelopment (Voting)

Also, in attendance: Jeffrey English, Purchasing Agent (Non-Voting) and Tammy Thompkins, Purchasing Agent (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to select firms to provide structural engineering services to the City and the (CRA) 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. Nine (9) firms submitted responses to the City's Request for Letters of Interest (RLI).

Hector Gandia led the technical discussion. The Purchasing Agent 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.

Five (5) of the nine (9) responding firms were declared non-responsive, and were removed from evaluation, for failure to meet minimum requirements stated in the solicitation. The Committee discussed each of the four (4) responsive proposals in alphabetical order, and scored the responses using voting forms containing the evaluation criteria published in the RLI, with the following results:

(1)	WGI, Inc.. .....	220
(2)	Lakdas/Yohalem Engineering, Inc.....	207.05
(3)	MCE-Maser Consulting Engineers, Inc.....	180
(4)	Kimley-Horn & Associates, Inc.....	176.30

Pursuant to City Ordinance 2018-46 establishing a Local Business Program, Kimley-Horn & Associates, Inc., and Lakdas/Yohalem Engineering, Inc., were awarded an additional 2.5%. A copy of the voting matrix is attached. The Committee decided oral presentations would not be required. The consensus of the Committee was that all four (4) responsive firms would be recommended for contracts. An agenda item will be prepared to present the Committee's recommendation to the City Commission for their approval to negotiate a contract with each firm's as detailed above.

Agenda items will be prepared to present the Committee's recommendation to the City Commission and the CRA Board for their approval to negotiate with Kimley-Horn & Associates, Inc., Lakdas/Yohalem Engineering, Inc., MCE-Maser Consulting Engineers, Inc., and WGI, Inc. The Committee meeting adjourned at approximately 8:35 AM.