

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RLI #L-41-16
CONTINUING CONTRACT FOR TRANSPORTATION ENGINEERING SERVICES FOR
VARIOUS CITY PROJECTS**

**Public Works Administration Conference Room
1201 N.E. 5th Ave., Pompano Beach, FL
10:15 a.m. 8/2/2016**

The committee consisted of:

Tammy Good, Engineering Projects Manager (Voting)
Rob McCaughan, Public Works Director (Voting)
John Sfiropoulos, City Engineer (Voting)
Nguyen Tran, NWCRA Director (Voting)
Also in attendance: Cassandra LeMasurier, Purchasing Supervisor (Non-voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish contracts with multiple firms to provide transportation engineering services as needed. This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website. Eight firms submitted responses to the City's Request for Letters of Interest.

John Sfiropoulos 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 and Associates, Inc	362
(2)	RS&H, Inc.....	359
(3)	Calvin, Giordano & Associates, Inc..	350
(4)	McMahon Associates, Inc	322
(5)	R.J. Behar & Company, Inc.....	317
(6)	Mathews Consulting, Inc.....	314
(7)	Carnahan Proctor and Cross, Inc.....	310
(8)	Walter H. Keller, Inc.	282

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 Committee then discussed how many firms should be recommended for continuing contracts. The consensus of the Committee was that the top three scored firms would be recommended for contracts, with work authorizations assigned as appropriate to each firm's skill set. An agenda item will be prepared to present the Committee's recommendation to the City Commission for their approval to negotiate contracts with the with the three highest-ranked firms as detailed above.

The Committee meeting adjourned at 11:20 a.m.