

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RFQ T-13-24
Engineering Services for the Water Treatment Plant Improvement Project**

**General Services Conference Room
9:05 a.m. 07/2/2024**

The Selection/Evaluation Committee (Committee) consisted of:

Brian Donovan, Assistant City Manager (Voting)
Tammy Good, Capital Improvements Project Manager (Voting)
Phil Hyer, Utilities Treatment Plant Superintendent (Voting)
Christopher Schlageter, Engineering Projects Manager I (Voting)
John Sfiropoulos, City Engineer (Voting)

Also, in attendance:

Jeff English, Purchasing Agent (Non-Voting)
Mary Rivero, Purchasing Director (Non-Voting)
Tammy Thompkins, Purchasing Agent (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide professional engineering services for the Water Treatment Plant Improvement Project, located on 1205 N.E. 5th Avenue., Pompano Beach, Florida 33060. The project includes but not limited to, water quality analysis, treatment process evaluation, preliminary design report, design, specifications, contract documents, permitting, construction management, inspections, testing, startup, and operation assistance. This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division of the General Services Department, and on the City's website. Three (3) companies submitted responses to the City's Request for Qualification (RFQ). The meeting was called to order at 9:05 a.m.

The Purchasing Division of the General Services Department facilitated the meeting by explaining the evaluation procedures as detailed in the RFQ and collected Conflict of Interest Statements from all voting members. Phil Hyer led the technical discussion. Each Committee member 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 RFQ, with the following results:

(1)	McCafferty Brinson Consulting, LLC.....	474
(2)	Carollo Engineers, Inc.....	411
(3)	Jacobs Engineering Group, Inc.....	406

The Committee decided oral presentations would not be required. The consensus of the Committee was that the highest ranked company would be recommended for contract. A copy of the ranking analysis detail is attached.

An agenda item will be prepared to present the Committee's recommendation to the City Commission for its approval to negotiate a contract with the highest ranked company, McCafferty Brinson Consulting, LLC.

The meeting adjourned at 10:23 a.m.