

**MINUTES
SELECTION / EVALUATION COMMITTEE**

RFP #E-10-18

**Inspection and Cleaning of Storm Water Systems and Utilities Jet-Vac On-Call Service
Utilities Field Office Conference Room
1201 N.E. 3rd Ave., Pompano Beach, FL
10:40 a.m. 03/16/2018**

The committee consisted of:

Steve Almyda, Wastewater Collection Supervisor (Voting)
Ben Bray, Utilities Field Superintendent (Voting)
Shana-Roy Coombs-Gordon, Compliance Coordinator (Voting)
Brian Donovan, Assistant City Manager (Voting)
Michael Taylor, Stormwater Supervisor (Voting)
Also in attendance: Jeff English, Purchasing Agent

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide inspection, desilting, and dewatering of the City's storm water systems, and Jet-Vac on-call service for all utilities. This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website. Six (6) firms submitted responses to the City's Request for Letters of Interest.

Michael Taylor 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.

The Committee discussed each of the proposals in alphabetical order, and scored the responses using voting forms containing the evaluation criteria published in the RFP, with the following results:

(1)	Televac South.....	434
(2)	Hinterland Group, Inc.....	366
(3)	Jennings Engineering and Construction	318
(4)	Shenandoah General Construction Co.	285
(5)	Envirowaste Services Group, Inc.	261
(6)	Clean Grounds, Inc.	217

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. 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 as detailed above.

The Committee meeting adjourned at 11:12 a.m.