

**Minutes
Selection / Evaluation Committee
RFP #E-22-16
Chemical Building Elevator Modernization**

**Engineering Conference Room
10:00 a.m. 06/13/16**

The committee consisted of:

Alessandra Delfico, Civil Engineer III (voting)
Donovan Evans, Utilities Maintenance Supervisor (voting)
Phil Hyer, Utilities Treatment Plant Superintendent (voting)
Also in attendance: Jeff English, 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 modernize the elevator in the chemical building at the Pompano Beach Water Treatment Plant. This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website. Two firms submitted responses to the City's Request for Letters of Interest.

Phil Hyer 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 decided to delay scoring until receiving presentations by the two firms.

The Committee agreed each firm should be given identical issues to address in their presentation, with the discussion points to be confirmed via email to the Purchasing Agent. Up to fifteen minutes would be allowed for each presentation, with fifteen minutes scheduled for questions from the Committee. The meeting would be scheduled for a future date to be determined based upon availability of the Committee members.

The meeting adjourned at approximately 10:53 a.m.