

**MINUTES
SELECTION / EVALUATION COMMITTEE**

RFQ E-50-19

**Design and Consulting Services for SE 6th Terrace Bridge Replacement
Wednesday, November 20, 2019
10:30 AM**

The committee consisted of:

Earl Bosworth, Assistant City Manager (Voting)
Hector Gandia, Engineering Project Manager (Voting)
Tammy Good, Capital Improvement Projects Manager (Voting)
Robert McCaughan, Public Works Director (Voting)

Also in attendance: Jeffrey English (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide design and consultant services to the City for replacement of the SE 6th Terrace bridge. This meeting was posted as a "Public Meeting." Four (4) firms submitted responses to the City's Request for Qualifications. The meeting was called to order at 10:30 AM.

The Purchasing Department 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, and scored the responses using voting forms containing the evaluation criteria published in the RFQ, with the following results:

(1)	Kimley-Horn and Associates, Inc.	379.25
(2)	Stantec Consulting Service.	361.825
(3)	Lakdas Yohalem Engineering, Inc.	360.8
(4)	R.J Behar & Company, Inc.	295

The consensus of the Committee was that the highest ranked firm would be recommended for moving forward with negotiations.

Pursuant to City Ordinance 2018-46 establishing a Local Business Program, Kimley-Horn and Associates, Inc., Stantec Consulting Service, and Lakdas Yohalem Engineering, Inc., were each awarded an additional 2.5% for compliance with Tier 2 requirements. The Committee decided oral presentations would not be required as the scoring results showed sufficient distinction between the responding firms. A copy of the voting matrix is attached. An agenda item will be prepared to present the Committee's recommendation to the City Commission for their approval to negotiate with Kimley-Horn and Associates, Inc. The committee also agreed to request additional authorization to enter into a contract with the succeeding firms, if an impasse in negotiations occur between the City and the top ranked firm. The Committee meeting adjourned at approximately 11:50 AM.