

**SELECTION / EVALUATION MEETING MINUTES**

**RLI E-21-20**

**Continuing Contract for Professional Surveying and Mapping Services  
Wednesday, September 30, 2020  
Meeting started at 9:01 AM**

The committee consisted of:

Hector Gandia, Engineering Project Manager I (Voting)  
Tammy Good, Capital Improvement Projects Manager (Voting)  
Matt Kudrna, Engineering Project Manager II (Voting)  
Nguyen Tran, Community Redevelopment Agency Director (Voting)

Also, in attendance: Jeffrey English, Purchasing Agent (Non-Voting) and Tammy Thompkins, Purchasing Agent (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to select firms to provide surveying and mapping services to the City and the (CRA) on a continuing as-needed basis. This meeting was posted as a "Public Meeting both at City Hall and at the Purchasing Division office, and on the City's website. Ten (10) firms submitted responses to the City's Request for Letters of Interest (RLI).

Matt Kudrna 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 RLI, with the following results:

(1)	Keith and Associates, Inc.....	338.100
(2)	Craig A. Smith & Associates, Inc.....	320
(3)	Engenuity Group, Inc.....	296
(4)	Maser Consulting P.A.....	266
(5)	Munson Design and Consulting, Inc.....	237
(6)	Calvin Giordano & Associates.....	225
(7)	Craven Thompson & Associates, Inc.....	222
(8)	KCI Technologies, Inc.....	221.400
(9)	McLaughlin Engineering.....	218
(10)	CBE Construction (Compass Point Surveyors).....	158

Pursuant to City Ordinance 2018-46 establishing a Local Business Program, KCI Technologies, Inc., was awarded an additional 2.5% for compliance with Tier 2 requirements. Keith Inc., dba Keith and Associates, was awarded an additional 5% for compliance with Tier 1 requirements. A copy of the voting matrix is attached. The Committee decided oral presentations would not be required. The consensus of the Committee was that all ten (10) firms would be recommended for

contracts. An agenda item will be prepared to present the Committee's recommendation to the City Commission for their approval to negotiate a contract with each firm's as detailed above.

Agenda items will be prepared to present the Committee's recommendation to the City Commission and the CRA Board for their approval to negotiate with Calvin Giordano & Associates, CBE Construction (Compass Point Surveyors), Craig A. Smith & Associates, Inc., Craven Thompson & Associates, Inc., Engenuity Group, Inc., KCI Technologies, Inc., Keith Inc, dba Keith and Associates, Inc., Maser Consulting, P.A., McLaughlin Engineering, and Munson Design and Consulting, Inc. The Committee meeting adjourned at approximately 10:29 AM.