

**MINUTES**  
**SELECTION / EVALUATION COMMITTEE**  
**RFP E-04-24**  
**Lift Station Rehabilitation and Repairs Services**  
**Purchasing Conference Room, February 20, 2024, 3:00 p.m.**

The Selection/Evaluation Committee (Committee) consisted of:

Steve Almyda - Wastewater Collection Manager (Voting)  
Bobby Clayton - Sewer Pumping Station Manager (Voting)  
Brian Donovan - Assistant City Manager (Voting)  
Nathaniel Watson - Utilities Field Superintendent (Voting)

Also in attendance:

Jeff English - Purchasing Agent, Michael Lee - Buyer, and Shelmine Moore - Purchasing Assistant (Non-Voting)

The meeting was held to evaluate proposals received in response to the City's solicitation to establish one or more as-needed contracts to provide lift station rehabilitation and repair services. 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. Four (4) companies responded to the City's Request for Proposals (RFP). The meeting was called to order at 3:00 p.m.

The Purchasing Division of the General Services Department facilitated the meeting by explaining the evaluation procedures as detailed in the RFP and collected Conflict of Interest Statements from all voting members. Bobby Clayton led the technical discussion. Each Committee member reviewed the response in advance of the meeting.

The Committee discussed the proposals, and scored the responses using voting forms containing the evaluation criteria published in the RFP, with the following result:

Trio Development Corporation.....	393.75
Intercounty Engineering, Inc... ..	265.65
Southern Underground Industries, Inc.....	240.875
DP Development, LLC. ....	210

Pursuant to City Ordinance 2018-46 establishing a Local Business Program, DP Development, LLC, Intercounty Engineering, Inc., and Trio Development Corporation were awarded an additional 5% for compliance with Tier 1 requirements. Southern Underground Industries was awarded an additional 2.5% for compliance with Tier 2 requirements. The Committee decided oral presentations would not be required. The consensus of the Committee was that the two (2) highest ranked responsive and responsible proposers would be recommended for contracts. 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 primary and secondary contracts with Trio Development Corporation, and Intercounty Engineering, Inc.

The Committee meeting adjourned at 3:28 p.m.