

**MINUTES  
SELECTION / EVALUATION COMMITTEE**

**RFP #L-51-16  
REPAIRS AND CALIBRATION OF FLOW METERS AND RELATED DEVICES  
Utilities Conference Room  
1205 NE 5th Avenue, Pompano Beach, FL 33060  
2:00 p.m. 7/12/2016**

The committee consisted of:

Alessandra Delfico, Utilities Engineer (Voting)  
Donovan Evans, Utilities Maintenance Supervisor (Voting)  
Phil Hyer, Utilities Treatment Plants (Voting)  
Also in attendance: Cassandra LeMasurier, Purchasing Supervisor (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide repair and calibration of flow meters and related devices for the City of Pompano Beach Utilities Department. 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 Proposals.

Phil Hyer led the technical discussion. The Purchasing Supervisor 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)	P.C. Controls, Inc. ....	247
(2)	Delta Engineering Control, Inc. ....	214

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 ranking to the City Commission for their approval to negotiate a contract with the highest-ranked firm, P.C. Controls, Inc.

The Committee meeting adjourned at 3:00 p.m.