

**MINUTES
SELECTION / EVALUATION COMMITTEE
RLI E-10-22
CONTINUING CONTRACTS FOR AIRPARK ENGINEERING SERVICES**

**City Commission Chambers
2:00 p.m. 04/11/22**

The Selection/Evaluation Committee (Committee) consisted of:

Anthony Alhashemi, Project Manager I (Voting)
Brian Donovan, Assistant City Manager (Voting)
Robert McCaughan, Public Works Director (Voting)
Steven Rocco, Airpark Manager (Voting)
John Sfiropoulos, City Engineer (Voting)

Also in attendance:

Jeff English, Purchasing Agent (Non-Voting)
Tammy R. Thompkins, Purchasing Agent (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish contracts for as-needed airpark engineering services to the City. 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. Two (2) companies submitted responses to the City's Request for Letters of Interest (RLI). The meeting was called to order at 2:14 p.m.

The Purchasing Division of the General Services Department facilitated the meeting by explaining the evaluation procedures as detailed in the RLI and collected Conflict of Interest Statements from all voting members. Steven Rocco led the technical discussion. Each Committee member 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 RLI, with the following results:

- 1) HDR Engineering, Inc.438
- 2) Kimley-Horn and Associates, Inc437

The Committee decided oral presentations would not be required. The consensus of the Committee was that the two (2) responsive and responsible companies would be recommended for contracts, with work authorizations assigned as appropriate to each company's skill set. 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 contracts with the two (2) responsive and responsible companies: HDR Engineering, Inc., and Kimley-Horn and Associates, Inc.

The meeting adjourned at approximately 2:32 p.m.