

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RLI #E-01-18
CONTINUING CONTRACT FOR ENGINEERING AND PROJECT MANAGEMENT
CONSULTANT, OVERHEAD UTILITIES CONVERSION TO UNDERGROUND
Public Works Administration Conference Room
1201 N.E. 5th Ave., Pompano Beach, FL
2:00 p.m. 11/28/2017**

The committee consisted of:

Harold Beard, Assistant Public Works Director (Voting)
Horacio Danovich, CIP Manager (Voting)
Brian Donovan, Assistant City Manager (Voting)
Robert McCaughan, Public Works Director (Voting)
John Sfiropoulos, City Engineer (Voting)
Also in attendance: Cassandra LeMasurier, Purchasing Supervisor

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide engineering and project management services for the undergrounding of utilities 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. Seven (7) firms submitted responses to the City's Request for Letters of Interest.

John Sfiropoulos led the technical discussion. The Purchasing Supervisor reviewed evaluation procedures and distributed Conflict of Interest Statements for completion by all voting members. The Purchasing Supervisor distributed a spreadsheet indicating the points to be assigned for MBE participation. 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)	Kimley-Horn & Associates, Inc.	442
(2)	Keith and Schnars, P.A.	409
(3)	Erdman Anthony	343
(4)	Calvin, Giordano & Associates	323
(5)	Haks Engineers, Architects and Land Surveyors, P.C.....	267
(6)	TEAMWORKnet, Inc.	233
(7)	Ferreira Power Group	220

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. The Committee then discussed how many firms should be recommended for continuing contracts. The consensus of the Committee was that the top two scored firms would be recommended for contracts, with work authorizations assigned as appropriate to each firm's skill set. An agenda item will be prepared to present the Committee's recommendation to the City Commission for their approval to negotiate contracts with the two highest ranked firms as detailed above.

The Committee meeting adjourned at 2:45 p.m.