

**MINUTES
SELECTION / EVALUATION COMMITTEE**

RFQ #E-55-18

**Design and Consulting Services for Renovation of the Public Safety Complex
Development Services Conference Room
100 W. Atlantic Blvd., Pompano Beach, FL
2:33 p.m. 12/20/2018**

The committee consisted of:

Wayne Adkins, Broward Sheriffs Office Captain (Voting)
Anthony Alhashemi, Project Manager III (Voting)
Earl Bosworth, Assistant City Manager (Voting)
Michael Hohl, Assistant Fire Chief (Voting)
Russel Ketchem, Solid Waste Operations Manager (Voting)
David Mingus, East CRA Advisory Council Member (Voting)

Also in attendance: Jeff English: Purchasing Agent, and Horacio Danovich, Capital Improvement and Innovation Director

The meeting was held to evaluate the proposals received in response to the City's solicitation to select a firm to provide professional consulting services for design, bidding, and construction phase services to the City for the Public Safety Complex. 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 Qualifications (RFQ).

Horacio Danovich led the technical discussion. The Purchasing Agent reviewed evaluation procedures and distributed Conflict of Interest Statements for completion by all voting members. The Purchasing Agent 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 RFQ, with the following results:

(1)	Cartaya and Associates Architects, P.A.	504.3
(2)	Walters Zackria Associates.....	496.1
(3)	Acai Associates, Inc.	457
(4)	Pierce Goodwin Alexander & Linville (PGAL).	416
(5)	Synolovski Romanik Saye, LLC.	408
(6)	Song + Associaties, Inc.....	395
(7)	Netta Architects, LLC.	335

Pursuant to City Ordinance 2018-112 establishing a Local Business Program, Cartaya and Associates Architects, P.A., and Walters Zackria Associates, were awarded an additional 2.5% for compliance with Tier-2 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 the top scored firm would be recommended for a contract. An agenda item will be prepared to present the Committee's recommendation to the City Commission for their approval to negotiate a contract with the highest ranked firm as detailed above.

The Committee meeting adjourned at approximately 4:00 p.m.