

**MINUTES
SELECTION / EVALUATION COMMITTEE**

RFP E-49-19

**Utility Rate Consultant
Monday, November 18, 2019
3:30 PM**

The committee consisted of:

Randy Brown, Utilities Director (Voting)
Brian Donovan, Assistant City Manager (Voting)
Kerone Grant, Utilities Business Operations Analyst (Voting)
Andrew Jean-Pierre, Finance Director (Voting)

Also in attendance: Jeffrey English (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide Utility Rate and Management Consultant services to the City for Water, Wastewater, Reuse, and Stormwater. This meeting was posted as a "Public Meeting." Two (2) firms submitted responses to the City's Request for Proposal. The meeting was called to order at 3:30 PM.

The Purchasing Department 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, and scored the responses using voting forms containing the evaluation criteria published in the RFQ, with the following results:

(1)	Raftelis Financial Consultants, Inc.....	387
(2)	Wildan Financial Services	341

The consensus of the Committee was that the highest ranked firm would be recommended for moving forward with negotiations.

The Committee decided oral presentations would not be required as the scoring results showed sufficient distinction between the responding firms. A copy of the voting matrix is attached. An agenda item will be prepared to present the Committee's recommendation to the City Commission for their approval to negotiate with Raftelis Financial Consultants, Inc. The committee also agreed to request additional authorization to enter into a contract with the succeeding firms, if an impasse in negotiations occur between the City and the top ranked firm. The Committee meeting adjourned at approximately 3:50 PM.