

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RFQ #E-04-20
Master Plan Update, Design, and Consulting Services for Water Treatment Plant 5 kV
Electrical System
Zoom Virtual Webinar
1:30 p.m. 07/07/2020**

The committee consisted of:

Tammy Good, Capital Improvement Projects Manager (Voting)
Phil Hyer, Utilities Treatment Plant Superintendent (Voting)
Randy Rennekamp, Instrumentation Technician (Voting)
Also in attendance: Jeff English, Purchasing Agent

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide professional design and consulting engineering services for the update and/or replacement of the existing power distribution system at the Pompano Beach Water Treatment Plant (WTP). This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website. Three (3) firms submitted responses to the City's Request for Qualifications.

Tammy Good 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)	Carollo Engineers, Inc.....	279
(2)	Electrical Design Associates, Inc.. ..	211
(3)	Smith Engineering Consults, Inc.	165

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 Committee's recommendation to the City Commission for their approval to negotiate a contract with the highest ranked firm as detailed above. Further authorization will be requested to continue with the succeeding ranked firms should an impasse occur in the negotiations with the recommended firm.

The Committee meeting adjourned at 2:24 p.m.