

**MINUTES
SELECTION / EVALUATION COMMITTEE**

RLI #E-23-20

**CONTINUING CONTRACT FOR ENGINEERING SERVICES
FOR WATER AND REUSE TREATMENT PLANT PROJECTS**

**Zoom Virtual Webinar
1:30 p.m. 09/15/2020**

The committee consisted of:

Randolph Brown, Utilities Director (Voting)
Tammy Good, Capital Improvement Projects Manager (Voting)
Phillip Hyer, Utilities Treatment Plant Superintendent (Voting)
Randy Rennekamp, Utilities Instrumentation Technician (Voting)
Also in attendance: Jeff English, Purchasing Agent and Jill Klaskin Press, Purchasing Supervisor (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide Professional Engineering Consulting services to the City 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. Six (6) firms submitted responses to the City's Request for Letters of Interest (RLI).

Randolph Brown led the technical discussion. The Purchasing Agent 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 scored the responses using voting forms containing the evaluation criteria published in the RLI, with the following results:

(1)	McCafferty Brinson Consulting	384.375
(2)	Carollo Engineering, Inc.....	365.925
(3)	Tetra Tech.	364
(4)	Stantec Consulting Services, Inc.....	356.7
(5)	Globaltech, Inc.	347
(6)	Eckler Engineering, Inc.	330

Pursuant to City Ordinance 2018-46 establishing a Local Business Program, McCafferty Brinson Consulting, Carollo Engineering, Inc., and Stantec Consulting Services, Inc. were awarded an additional 2.5% for compliance with Tier 2 requirements. A copy of the voting matrix is attached.

As this is a five (5) year contract and the City has numerous projects that will occur during that time period, the Committee voted unanimously to award the bid to all of the vendors submitting proposals.

The Committee meeting adjourned at 1:56 p.m.