

SELECTION / EVALUATION MEETING MINUTES

RLI E-20-20

Continuing Contract for Civil Engineering Services for Various City Projects

Monday, October 12, 2020

2:00 PM

The committee consisted of:

Earl Bosworth, Assistant City Manager (Voting)
Horacio Danovich, Capital Improvement and Innovation Director (Voting)
Tammy Good, Capital Improvement Projects Manager (Voting)
Mathew Kudrna, Engineering Project Manager II (Voting)

Also in attendance:

Jeffrey English, Purchasing Agent (Non-Voting) and Tammy Thompkins, Purchasing Agent (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's Request for Letters of Interest (RLI). The solicitation was issued to establish contracts to provide Professional Engineering Consulting services to the City and the Community Redevelopment Agency (CRA) on a continuing as-needed basis. This meeting was posted as a "Public Meeting." Seventeen (17) firms submitted responses to the City's RLI. The meeting was called to order at 2:00 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 RLI, with the following results:

(1)	Baxter & Woodman, Inc.....	362.85
(2)	Keith and Associates, Inc.....	351.75
(3)	Craig A. Smith & Associates, Inc.....	338
(4)	Carollo Engineers Inc.. ..	333.125
(5)	Stantec Consulting Services, Inc.....	332.1
(6)	Calvin, Giordano & Associates.....	325
(7)	Tetra Tech.	322.875
(8)	R.J. Behar & Company, Inc.	316.725
(9)	WGI, Inc..	316
(10)	Chen Moore and Associates.....	312
(11)	Munson Design and Consulting, Inc.....	303.4
(12)	Kimley-Horn and Associates, Inc.	302.375
(13)	Eckler Engineering, Inc..	291
(14)	Engenuity Group, Inc.....	274
(15)	Craven Thompson & Associates, Inc.....	261.375
(16)	Connect Engineering, LLC.	250
(17)	KCI Technologies, Inc..	241.9

Pursuant to City Ordinance 2018-46 establishing a Local Business Program, Baxter & Woodman, Inc., Carollo Engineering, Inc., Craven Thompson & Associates, Inc., KCI Technologies, Inc., Kimley-Horn and Associates, Inc., Munson Design and Consulting, Inc., R.J. Behar & Company, Inc., Stantec Consulting Services, Inc., and Tetra Tech, were awarded an additional 2.5% for compliance with Tier 2 requirements. Keith Inc., dba Keith and Associates, was awarded an additional 5% for compliance with Tier 1 requirements. A copy of the voting matrix is attached. The consensus of the Committee was that oral presentations would not be required, and that the highest twelve (12) ranked firms would be recommended for moving forward with negotiations.

Agenda items will be prepared to present the Committee's recommendation to the City Commission and the CRA Board for their approval to negotiate with Baxter & Woodman, Inc., Calvin, Giordano & Associates, Carollo Engineers Inc., Chen Moore and Associates, Craig A. Smith & Associates, Inc., Keith Inc, dba Keith and Associates, Kimley-Horn and Associates, Inc., Munson Design and Consulting, Inc., R.J. Behar & Company, Inc., Stantec Consulting Services, Inc., Tetra Tech, and WGI, Inc. The Committee meeting adjourned at approximately 4:33 PM.