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RFP AD 23 02
Operation and Management of
Transportation Services

CITY OF PEMBROKE PINES, FL
EVALUATION COMMITTEE

March 19, 2024

The meeting of the Evaluation Committee (“Committee”) for RFP AD 23 02 Operation and Management of Transportation Services was called to order by Byron Granda-Paez, Senior Procurement Specialist at 10:11 AM, on Tuesday, March 19, 2024, in the Conference Room of the Engineering Division, Public Services, 8300 South Palm Drive, Pembroke Pines, Florida, 33025.

Present to wit: Evaluation Committee: Silvia Aguilar, Jonathan Bonilla, Sean Chance and Daniel Rotstein. (Member Peter Bayer was absent). Also Present: Byron Grand-Paez, Senior Procurement Specialist, Mark Gomes, Procurement Director, Danny Benedict, Procurement Specialist, Assistant City Attorney Paul Hernandez; and Board Secretary Katherine Borgstrom.

Byron Granda-Paez, Senior Procurement Specialist, presented the purpose of the meeting, which is for the Committee to publicly review and rank proposals. The committee will be asked to consider each vendor according to the information contained in the vendor’s submittal, the vendor’s presentation and then score the proposals according to the weighted criteria outlined in the City’s bid package. The Committee will finalize their scores. The Secretary will tally each evaluator’s score card and rank the vendors according to the total scores. The end result will be a final ranking by each member of all vendors listed and no ties on the individual evaluators score cards. The rankings will be read aloud and

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the Evaluation Committee will then be asked to recommend to the City Commission a vendor for award of contract.

A motion by Member Rotstein, seconded by Member Chance, to nominate Member Bonilla to serve as Chairman, passed unanimously.

The meeting was closed to the public at 10:13 AM and vendors made their presentations. The meeting was opened to the public at 11:15 AM.

A motion by Member Rotstein, second by Member Chance, to open the meeting to the public at 11:15 AM passed unanimously.

Chairman Bonilla called for questions or discussion. Committee members discussed at length the pricing submitted by Protransportation, Inc., as the vendor stated their pricing did not include any profit margin and they would need to negotiate adding a profit margin to their proposal. It was also noted that the solicitation was issued in a format similar to the City's current contract, as requested by the City Commission, which does not have a separate cost or markup for profit, as the current contractor's owner/operator receives a salary as part of the contract and does not have any separate markup for profit. Discussion on the RFP attachment K for pricing was discussed in-depth with Protransportation, Inc. who stated that they did not understand how certain items such as Workman's Compensation could be considered as a passthrough (reimbursement from City) and that they did not understand the pricing format, so they had included a list of requested contract exceptions for their pricing within their submittal. Member Rotstein directly asked Protransportation Inc. to name their expected profit margin over the submitted pricing from the RFP.

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Protransportation Inc. stated it would be approximately a 12% profit margin, however it would be applied to more than just the labor costs, including items that the City would typically consider a pass-through cost in it's current contract. Member Rotstein also proposed adjourning this meeting to allow Procurement to adjust the pricing information with this new information and score at a later date.

Assistant City Attorney Paul Hernandez stated that legal would be uncomfortable allowing for the pricing to be changed. He asked if there was a question-and-answer period before bid opening. Procurement Director Mark Gomes confirmed that there was and Protransportation, Inc. had called in after the question-and-answer deadline and asked for clarification on pricing, in which Procurement Director Mark Gomes explained to the vendor how the current contract and solicitation pricing structure worked and that they could potentially add any additional information to the pricing sheet or their submittal in which the City's Evaluation could potentially consider during it's evaluation process. Assistant City Attorney Hernandez asked if there was a time period for the vendor to change their pricing and submittal before bid opening and Mark Gomes confirmed that vendors could change their pricing and submittal any time before the bid due date. Assistant City Attorney Hernandez advised the Committee that the Committee should either deem the vendor non-responsive due to the incomplete pricing submitted or to use the scoring process to score the vendors according to their submitted pricing.

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A motion by Member Rotstein, seconded by Member Chance, to deem Protransportation, Inc. non-responsive due to the pricing information submitted being incomplete passed unanimously.

Mark Gomes stated that there was only one remaining vendor and the Committee could choose to score or make a motion to ask the City Commission to award the contract to Transportation Authority, LLC.

A motion by Member Rotstein, seconded by Member Chance, to recommend the City Commission award the contract for RFP-23-02 Operation and Management of Transportation Services to Transportation Authority, LLC. passed unanimously.

A motion by Member Rotstein, seconded by Member Chance to adjourn the meeting at 11:29 AM passed unanimously.

Respectfully submitted,

Katherine Borgstrom
Board Secretary