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RFQ # PSUT 23-06
CCNA Emergency Power System
Replacement at the WWTP Rebid

CITY OF PEMBROKE PINES, FL
EVALUATION COMMITTEE

November 2, 2023

The meeting of the Evaluation Committee (“Committee”) for RFQ # PSUT 23-06 “CCNA Emergency Power System Replacement at the WWTP Rebid” was called to order by Gabriel Fernandez, Purchasing Manager, at 8:08 AM, on Thursday, November 2, 2023, in the Conference Room of the Engineering Division, Public Services, 8300 South Palm Drive, Pembroke Pines, Florida, 33025.

Present to wit: Evaluation Committee: Members Michael Bailey, Armando Godoy, Giraldo Hernandez, Paul Thompson and George Wvres. Also present Gabriel Fernandez, Purchasing Assistant Director, Byron Granda-Paez, Purchasing, Assistant City Attorney Paul Hernandez and Board Secretary Katherine Borgstrom.

Gabriel Fernandez, Purchasing Manager, presented the purpose of the meeting. Pursuant to Florida Statute 287.055(3)(a)(2)(c), “Any firm or individual desiring to provide professional services to the agency must first be certified by the agency as qualified pursuant to law and the regulations of the agency. The agency must find that the firm or individual to be employed is fully qualified to render the required service. Among the factors to be considered in making this finding are the capabilities, adequacy of personnel, past record, and experience of the firm or individual.”

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The purpose of this public meeting is for the Committee is to evaluate the qualifications of the firms and to certify whether or not the firms are qualified to provide the services based on the weighted category criteria. If applicable, the Committee will score each of the proposals and then the total scores for all proposals will be tabulated and each proposal will be ranked accordingly.

Pursuant to Florida Statute 287.055(4)(a), "For each proposed project, the agency [...] shall conduct discussions with, and may require public presentations by, no fewer than three firms regarding their **qualifications, approach to the project, and ability to furnish the required services.**" As a result, the Evaluation Committee shall have the option of shortlisting the qualified firms to **no less than three firms.**

A motion by Member Hernandez, seconded by Member Thompson, for Member Wrrves to be elected to serve as Chair passed unanimously.

Chair called for discussion. Members discussed shortlisting all three vendors and hearing presentations at a date to be determined by Purchasing.

A motion by Member Hernandez, seconded by Member Bailey, to short list all three vendors and have second meeting with presentations passed unanimously.

A motion by Member Bailey, seconded by Member Hernandez to set the time limit of 10 minutes for presentations and 15 minutes for questions and answers from each vendor passed unanimously.

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A motion by Member Hernandez, seconded by Member Godoy, to adjourn the meeting at 8:15 AM passed unanimously.

Respectfully submitted,

Katherine Borgstrom
Board Secretary