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RFQ # PSEN 22-01
CCNA Continuing Services for
Transportation and General Civil
Engineering Projects

CITY OF PEMBROKE PINES, FL
EVALUATION COMMITTEE

May 18, 2022

The meeting of the Evaluation Committee (“Committee”) for RFQ # PSEN 22-01 CCNA Continuing Services for Transportation and General Civil Engineering Projects was called to order by Gabriel Fernandez, Purchasing Manager, at 9:06 A.M. on Wednesday, May 18, 2022, 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, John England, Karl Kennedy, Michael Stamm and George Wrves. Also Present: Gabriel Fernandez, Purchasing Manager, Assistant City Attorney Danielle Schwabe, and Board Secretary Katherine Borgstrom.

Gabriel Fernandez, Purchasing Manager, presented the purpose of the meeting, which is for the Committee to publicly review and rank proposed vendors for RFQ # PSEN 22-01 CCNA Continuing Services for Transportation and General Civil Engineering Projects. After consideration and ranking of the vendors, the scores for all proposals will be tabulated and each proposal will be ranked in order to produce a short list of at least three vendors for further presentations.

A motion by Member Wrves, seconded by Member Bailey, for Member Stamm to be elected as Chair passed unanimously.

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Gabriel Fernandez stated that the Procurement Department has deemed EXP U.S. Services Inc. as non-responsive for failing to submit required sections. He continued with information: "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."

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.

Chair called for discussion. Committee members discussed either short listing at least three vendors or moving the remaining seven vendors forward for presentations.

A motion made by Member England, seconded by Member Kennedy, deem qualified and move forward the remaining seven vendors, Craven, Thompson & Associates, Inc., R.J. Behar & Company, Inc., Marlin Engineering, Inc., Carnahan, Proctor & Cross, Inc., M&J Engineering P.C. d/b/a J&M

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Engineering P.C., CPH, Inc. and Kimley-Horn and Associates, Inc., for presentations and question/answer period, passed unanimously.

Committee members discussed the length of presentations.

A motion by Member Wrves, seconded by Member England, to have presentations from each firm for ten minutes and then to allow 15 minutes with the presenting firm for questions from the Committee, passed unanimously.

Garbriel Fernandez announced the second meeting will be on Monday, May 23, 2022, beginning at 9:00 A.M. in the large conference room at the Public Services Building, 8300 South Palm Drive, Pembroke Pines, Florida, 33025.

A motion by Member Bailey, seconded by Member Wrves, to adjourn the meeting at 9:24 A.M. passed unanimously.

Respectfully submitted,

Katherine Borgstrom
Board Secretary