

DRAFT

PSUT 18-03 Utilities Comprehensive
Master Plan Services

CITY OF PEMBROKE PINES, FL
EVALUATION COMMITTEE

August 14, 2018

The meeting of the Evaluation Committee (“Committee”) for PSUT 18 03 Utilities Comprehensive Master Plan Services was called to order by Gabriel Fernandez at 11:13 A.M. on Tuesday, August 14, 2018, in the Large Conference Room, City of Pembroke Pines Public Services, 8300 South Palm Drive, Pembroke Pines, Florida, 33025.

Present to wit: Evaluation Committee: Members Riley Smith, John England, and George Wvres. Also Present: Gabriel Fernandez, Purchasing Manager; Assistant City Attorney Ian Singer; 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 proposals and presentations by the vendors. The committee will be asked to consider each vendor according to the criteria provided in their package and their presentation; then score the proposals according to the percentage allotment afforded to each criteria. The committee will finalize their scores. The City Clerk will tally each evaluator’s score card and rank the score cards 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 the Evaluation Committee will then be asked to recommend to the City Commission the first ranked vendor for award and negation of contract.

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A motion by Member England, seconded by Member Wrves, to nominate Member Smith to serve as Chairman, passed unanimously.

Chairman Smith called for questions or discussion – there was no discussion. By consensus, the meeting was closed to the public at 11:20 A.M. The vendors made their presentations. During the first presentation the Committee took an extra 12 minutes to question the vendor.

A motion by Member Wrves, seconded by Member England to extend the time for each of the remaining vendors by 12 minutes, passed unanimously.

By consensus, the meeting was opened to the public at 1:40 P.M. The members discussed that one vendor had claimed local Broward vendor preference points but had not submitted the required tax receipt to receive the points.

A motion by Member England, seconded by Member Wrves to not award the local vendor points to Calvin, Giordano & Associates, Inc. due to tax receipt not being included in their bid package, passed unanimously.

The members began scoring the vendors. The Secretary entered the scoring and finalized the ranking.

At 1:52 P.M. Gabriel Fernandez read the results of the scoring as:

Company	Score	Rank
CH2M Hill Engineers, Inc.	4	1
Carollo Engineers, Inc.	6	2
Calvin, Giordano & Associates, Inc.	8	3

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A motion by Member Wrves, seconded by Member England, to recommend to the City Commission that they award the contract for PSUT 18 03 Utilities Comprehensive Master Plan Services to CH2M Hill Engineers, Inc. and direct the City Manager to negotiate a contract with them, moving on to second ranked vendor if no contract can be negotiated with first vendor, passed unanimously.

Chairman Wrves adjourned the meeting at 1:59 P.M.

Respectfully submitted,

Katherine Borgstrom
Board Secretary

Summary of All Scores

PSUT-18-03

"Utilities Comprehensive Master Plan Services"

Evaluation Committee Score Sheet

Tuesday, August 14, 2018

Evaluator/Vendor		Riley Smith	George Wwves	Jon England	Total	Rank
3	CH2M Hill Engineers, Inc.	1	2	1	4	1
1	Carollo Engineers, Inc.	3	1	2	6	2
2	Calvin, Giordano & Associates, Inc	2	3	3	8	3

Certifier of Score

Katherine Bongstrom

Please Print Name

Katherine Bongstrom

Signature

8/14/2018

Date

PSUT-18-03
"Utilities Comprehensive Master Plan Services"

Evaluator Score Sheet
August 14, 2018

Instructions:

Each Evaluator is provided with the following information to assist with evaluating the proposals

- 1) PSUT-18-03 " Utilities Comprehensive Master Plan Services"
- 2) Bid Tabulation/Listing Sheet
- 3) Proposals from each firm

Each Evaluator is asked to evaluate each firm using the information provided and the following weighted criteria which is also provided in detail in the RFP.


- 1) Firm's Qualifications and Experience in Similar Projects 35%
- 2) Qualifications & Experience of Key Personnel 15%
- 3) Firm's Understanding and Approach to the Work 35%
- 4) Client References and Past Performance 10%
- 5) Local Vendor Preference/ Veteran Owned Small Business Preference 5%

The Evaluation Committee will have an opportunity to discuss the firm's proposal. Once the Committee has completed the discussion on the individual the firm, the committee will be asked to take into consideration the criteria listed above and score the proposal according to the percentage allotment afforded to each criteria. See example below. This step will take place for each of the firms. Once all firms have been reviewed, the committee will be given time to finalize their scores for each of the firms. Once the score cards are complete, the City Clerk will tally each evaluator's score card. For each evaluator's score card, the total scores will then be ranked 1 - 3 with the highest score receiving a 1 and the lowest score receiving a 3. Once the scores have been read, an evaluating member of the committee must make a motion, which must be approved by majority vote of the committee.

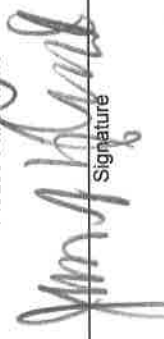
Evaluation Criteria

	Vendor Name	Firm's Qualifications and Experience in Similar Projects	Qualifications & Experience of Key Personnel	Firm's Understanding and Approach to the Work	Client References and Past Performance	Local Vendor Preference/ Veteran Owned Small Business Preference	Total	Rank	Comments
		Maximum 35%	Maximum 15%	Maximum 35%	Maximum 10%	Maximum 5%	Maximum 100%	(1-3)	
	Sample	30%	10%	25%	10%	5%	80%		
1	Carollo Engineers, Inc.	34%	14%	34%	9%	0%	91%	2	
2	Calvin, Giordano & Associates, Inc.	33%	13%	33%	9%	0%	88%	3	
3	CH2M Hill Engineers, Inc.	34%	14%	34%	10%	5%	97%	1	

Certifier of Score



Please Print Name _____ Date 8/14/18



Signature _____ Date 8/14/18

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1	Carollo Engineers, Inc.	35%	15%	35%	10%	0%	95%	1	
2	Calvin, Giordano & Associates, Inc.	25%	10%	25%	5%	0%	65%	3	
3	CH2M Hill Engineers, Inc.	30%	10%	25%	5%	5%	75%	2	

Certifier of Score

Creante Waters Please Print Name 8/14/18 Date

[Signature] Signature 8/14/18

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3	CH2M Hill Engineers, Inc.	35%	15%	35%	10%	5%	100%	1	

Certifier of Score


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