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Evaluation Committee
(Services from PSEN 18 02)

CITY OF PEMBROKE PINES, FL
EVALUATION COMMITTEE

January 3, 2019

The meeting of the Evaluation Committee ("Committee") for WTP Lime System Replacement (Part A) and Water Treatment Plant Miscellaneous Projects (Part B) was called to order by Mark Gomes at 11:04 A.M. on Thursday, January 3, 2019, in the Conference Room of the Engineering Division, Public Services, 8300 South Palm Drive, Pembroke Pines, Florida, 33025.

Present to wit: Evaluation Committee: Chairman George Wrvs, Members Steven Buckland and John England. Also Present: Mark Gomes, Purchasing Director, Tyler Harrell, Utilities Department, Assistant City Attorney Ian Singer, and Board Secretary Katherine Borgstrom.

Mark Gomes, Purchasing Director, presented the purpose of the meeting, which is for the Committee to publicly review and rank proposed vendors from the finalized vendor list of PSEN 18 02 Professional Services Providers; Architectural, Engineering, Surveying and Mapping for the Water Treatment Plant Projects.

The **Evaluation Committee** will be tasked with selecting, in order of preference, no less than three firms that they deem to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the **Evaluation Committee** shall consider such factors as the:

- 1) Ability of professional personnel;
- 2) Whether a firm is a certified minority business enterprise;

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3) Past performance;

4) Willingness to meet time and budget requirements;

5) Location;

6) Recent, current, and projected workloads of the firms; and

7) The volume of work previously awarded to each firm by the City, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms.

The scores for all proposals will be tabulated and each proposal will be ranked.

At the December 20, 2018 Evaluation Committee meeting, for both the WTP Lime System Evaluation and the WTP Miscellaneous Projects, the Evaluation Committee made a motion to defer the meeting. In addition, the Procurement Department reached out to each of the firms and requested for them to submit additional information regarding their Willingness to meet time and budget requirements and the Recent, current, and projected workloads of the firms.

The Committee will make a recommendation to the Pembroke Pines City Commission on how to move forward with this project.

Background

On June 6, 2018, the City Commission authorized the advertisement of RFQ # PSEN-18-02 "Professional Service Providers (Architectural, Engineering, Surveying & Mapping)", which was advertised on June 26, 2018.

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The purpose of this solicitation was to provide various Professional Services that the City may need or that may arise, in accordance with the Consultant's Competitive Negotiation Act (CCNA - Florida Statute 287.055). Services may include, however is not limited to, the need of the selected professionals to create specifications, designs/plans, design criteria packages, etc. The solicitation allowed for firms to submit responses to qualify for one, multiple or all of the ten Professional Service disciplines identified in the RFQ.

On September 17, 2018, the City Commission approved the findings and recommendation of the evaluation committee for RFQ # PSEN-18-02 and approved 35 firms to be used in the pool of professional service providers in no particular order, based on the ten separate professional service disciplines:

1. General Civil and Environmental Engineering (16 firms)
2. Treatment Plant Process Engineering (5 firms)
3. Electrical Engineering (8 firms)
4. Geotechnical (6 firms)
5. Structural Engineering (7 firms)
6. Land Surveying (15 firms)
7. General Architectural (9 firms)
8. Landscape Architecture (9 firms)
9. Hydro-Geological (4 firms)
10. FDOT Roadway Engineering (10 firms)

The **Environmental Services Division** would like to utilize a firm from the pool of Professional Service Providers to complete **“WTP Improvement**

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Projects". The "**WTP Improvement Projects**" has been split into the following portions:

Part A "WTP Lime System Replacement"

Part B "WTP Miscellaneous Projects"

The **Environmental Services Director** has evaluated the current statements of qualifications and performance data on file for the pre-qualified pool of professional services providers, regarding the proposed project. In addition, the **Environmental Services Director** has conducted discussions with the following firms (*no less than three firms*) regarding their **qualifications, approach to the project, and ability to furnish the required services**:

- 1) **Calvin, Giordano & Associates, Inc.**
- 2) **Carollo Engineers, Inc.**
- 3) **CPH, Inc.**
- 4) **Ingemel S.A. LLC**
- 5) **Kimley-Horn and Associates, Inc.**

The **Evaluation Committee** will be tasked with selecting, in order of preference, no less than three of the firms that they deem to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the **Evaluation Committee** shall consider such factors as the:

- 1) Ability of professional personnel;
- 2) Whether a firm is a certified minority business enterprise;
- 3) Past performance;
- 4) Willingness to meet time and budget requirements;

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- 5) Location;
- 6) Recent, current, and projected workloads of the firms; and
- 7) The volume of work previously awarded to each firm by the City, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms.

The Committee will be asked to consider each vendor according to the criteria provided in their information; then score the proposed vendors 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 ranked vendors and for negotiation of contract with the top ranked vendor.

Mark Gomes mentioned previous discussion of Committee members at the December 20, 2018 meeting of the minority business owner criteria and the location criteria. He asked if there were any further questions. Member Buckland and Chairman Wrvs did not have any questions. Member England just asked for clarification from the other members on the location criteria. Did their prior discussion end with a consensus to mark that portion as an all or nothing based on business within the tri-county area or were the members weighing that criteria individually on firms based on where local office was located and the location of

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the project manager. The other members replied they did not understand the prior discussion to be an all or nothing criteria, but were basing their percentage on the location of the nearest office and the location of the project manager to the City's facilities. Mr. England concurred that was how he had also chosen to score that criteria.

A motion by Member Buckland, seconded by Chairman Wrvs to accept, as corrected, the minutes of the December 20, 2018 Water Treatment Plant Lime Treatment Replacement meeting passed unanimously.

A motion by Member Buckland, seconded by Chairman Wrvs to accept, as corrected, the minutes of the December 20, 2018 Water Treatment Plant Miscellaneous Projects meeting passed unanimously.

Members began scoring at 11:15 A.M. Two members found they had tied scores on their individual sheets. Mark Gomes stated that to break the tie on their individual score sheets, they would need to follow these guidelines:

Mark Gomes read: "Pursuant to section 4(b) of the Florida Statute 287.055 "Consultants' Competitive Negotiation Act", the agency shall select in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the agency shall consider such factors as:

- the ability of professional personnel;
- whether a firm is a certified minority business enterprise;
- past performance;
- willingness to meet time and budget requirements;

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- location; recent, current, and projected workloads of the firms; and
- the volume of work previously awarded to each firm by the agency, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms.

As a result, in the event a score for an individual evaluator results in a tie or the overall score results in a tie, the evaluator or evaluation committee will be asked to **break the tie** and rank the tied vendors **based on the volume of work previously awarded to each firm by the City**, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms.

Of the five firms listed below, only two firms (Calvin, Giordano & Associates, Inc. and Kimley-Horn and Associates, Inc.) have had previous projects awarded to those firms, however those previous projects were not related to the current pool of professional service providers that were approved by the City Commission on September 17, 2018 as a result of RFQ # PSEN-18-02 "Professional Service Providers (Architectural, Engineering, Surveying & Mapping)."

- 1) Calvin, Giordano & Associates, Inc.
- 2) Carollo Engineers, Inc.
- 3) CPH, Inc.
- 4) Ingemel S.A. LLC

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5) Kimley-Horn and Associates, Inc.

Through the City's financial system, SmartStream, the record shows that Kimley-Horn was paid by the City in 1998 and 1999. In addition, the City currently has various contracts with Calvin, Giordano & Associates, Inc."

Mark Gomes asked the Assistant City Attorney to weigh in and he concurred that the work previously awarded would not only apply to CCNA contract work, but all work previously awarded by the City to a firm.

After Mr. Gomes explanation and the Assistant City Attorney's clarification, the members marked their scores leaving no tied scores. Secretary began entering scores and Mark Gomes announced the ranking as:

**CCNA PSEN 18 02 03 "WTP Improvement Projects" Part A
"WTP Lime System Replacement"**

Vendor	Score	Rank
Carollo Engineers, Inc.	3	1
Calvin, Giordano & Associates, Inc.	6	2
Kimley-Horn and Associates, Inc.	9	3
CPH, Inc.	13	4
Ingemel S.A. LLC	14	5

A motion by Member Buckland, seconded by Member England, to recommend the City to negotiate a contract with the top ranked firm and proceeding to next vendor if contract cannot be negotiated with top ranked vendor, and to present the negotiated contract to the City Commission for award, passed unanimously.

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After the motion, by consensus, the Committee added “to move all five vendors forward as qualified” to the motion.

CCNA PSEN 18 02 03 “WTP Improvement Projects” Part B “WTP Miscellaneous Projects”

Vendor	Score	Rank
Calvin, Giordano & Associates, Inc.	4	1
Carollo Engineers, Inc.	5	2
CPH, Inc.	11	3
Kimley-Horn and Associates, Inc.	11	4
Ingemel S.A. LLC	14	5

By consensus, the Committee agreed to break the tie between CPH, Inc. and Kimley-Horn and Associates, Inc. using the same tie breaking criteria as on the individual sheets.

A motion by Member Buckland, seconded by Member England, to move all five vendors forward as qualified and to recommend the City to negotiate a contract with the top ranked firm and proceeding to next vendor if contract cannot be negotiated with top ranked vendor, and to present the negotiated contract to the City Commission for award, passed unanimously.

A motion by Member Buckland, seconded by Chairman Wrves to adjourn the meeting at 11:54 A.M. passed unanimously.

Respectfully submitted,

Katherine Borgstrom
Board Secretary