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**Title:** MOTION TO APPROVE THE FINDINGS AND RECOMMENDATION OF THE EVALUATION COMMITTEE AND TO AWARD PSUT-19-01 "POWER ELECTRICAL ENGINEERING SERVICES FOR THE UTILITIES DIVISION" TO HILLERS ELECTRICAL ENGINEERING, INC., AND TO DIRECT THE CITY MANAGER TO NEGOTIATE A CONTRACT FOR SERVICES.

**Attachments:** 1. [1. PSUT-19-01 - Bid Tabulation](#), 2. [2. PSUT-19-01 Evaluation Committee Conflict of Interest Forms](#), 3. [3. 7-01-2019 Meeting Minutes](#), 4. [4. 7-01-2019 Summary Rankings and Score Sheets](#), 5. [5. 7-22-2019 Meeting Minutes](#), 6. [6. 7-22-2019 Summary Rankings and Score Sheets](#), 7. [7. Submittal from Hillers Electrical Engineering, Inc.](#), 8. [8. PSUT-19-01 Power Electrical Engineering Services for the Utilities Division](#)

[Text](#)

### Title

MOTION TO APPROVE THE FINDINGS AND RECOMMENDATION OF THE EVALUATION COMMITTEE AND TO AWARD PSUT-19-01 "POWER ELECTRICAL ENGINEERING SERVICES FOR THE UTILITIES DIVISION" TO HILLERS ELECTRICAL ENGINEERING, INC., AND TO DIRECT THE CITY MANAGER TO NEGOTIATE A CONTRACT FOR SERVICES.

### Summary Explanation and Background

#### SUMMARY EXPLANATION AND BACKGROUND:

1. On April 3, 2019, the City Commission authorized the advertisement of PSUT-19-01 "Power Electrical Engineering Services for the Utilities Division", which was advertised on April 9, 2019.
2. The purpose of this solicitation was to establish a continuing services agreement with a firm which would be used on an as needed basis to serve in the capacity of Power Electrical Engineers for the Utilities Division.
3. On May 7, 2019, the City opened seven (7) proposals from the following vendors:

Vendor Name
A&P Consulting Transportation Engineers, Corp.
EC Fennell
Hillers Electrical Engineering, Inc
Ingemel SA LLC
ME Engineering Consultants, Inc
SGM Engineering, Inc
Smith Engineering Consultants, Inc

4. On July 1, 2019 the City convened an evaluation committee to evaluate the qualifications of the proposers based on the weighted criteria provided for in the solicitation documents and listed below:

- Adequacy of Personnel / Ability of Professional Personnel (20%)
- Whether a firm is a Certified Minority Business Enterprise (5%)
- Past Record / Past Performance (20%)
- Firm's Understanding and Approach to the Work (20%)

- Capabilities (20%)
- Experience (of the firm or individual) (15%)

5. At the July 1, 2019, meeting, the evaluation committee made a motion, which passed unanimously, to recommend the following vendors to be shortlisted and brought back for presentations and a question/answer period:

Vendor Name
Hillers Electrical Engineering, Inc
Smith Engineering Consultants, Inc
SGM Engineering, Inc

6. On July 22, 2019, the City re-convened the evaluation committee. The evaluation committee listened to presentations from the vendors, and then had discussions with each of the short listed firms regarding their: (1) Qualifications, (2) Approach to the project; and (3) Ability to furnish the required services.

7. The evaluation committee eventually scored and ranked the vendors based on the weighted criteria provided for in the solicitation documents and listed below:

- Adequacy of Personnel / Ability of Professional Personnel (20%)
- Whether a firm is a Certified Minority Business Enterprise (5%)
- Past Record / Past Performance (20%)
- Firm's Understanding and Approach to the Work (20%)
- Willingness to meet time and budget requirements (15%)
- Recent, current, and projected workloads of the firms (10%)
- Location (5%)
- Local Vendor Preference/ Veteran Owned Small Business Preference (5%)

8. At the July 22, 2019 meeting, the evaluation committee ranked the vendors as shown below:

**Rank Vendor Name**

- |   |                                      |
|---|--------------------------------------|
| 1 | Hillers Electrical Engineering, Inc. |
| 2 | Smith Engineering Consultants, Inc.  |
| 3 | SGM Engineering, Inc.                |

9. Based on the scoring results, the evaluation committee unanimously approved a motion to recommend the City Commission to award PSUT 19 01 "Power Electrical Engineering Services for the Utilities Division" to the first ranked vendor, Hillers Electrical Engineering, Inc., and to direct the City Manager to negotiate a contract for services.

10. An agenda item will be brought back to present to the Commission the negotiated contract executed by the vendor.

11. Hillers Electrical Engineering, Inc. has also completed the Equal Benefits Certification Form and has stated that the "Contractor currently complies with the requirements of this section."

12. Request Commission to approve the findings and recommendation of the evaluation committee and to award PSUT-19-01 "Power Electrical Engineering Services for the Utilities Division" to Hillers Electrical Engineering, Inc. and to direct the City Manager to negotiate a contract for services.

## Financial Impact

### FINANCIAL IMPACT DETAIL:

**a) Initial Cost:** None at this time. A negotiated contract will be brought back to the Commission, and executed by the vendor.

**b) Amount budgeted for this item in Account No:** Funds are available in account # 471-535-6022-31100 (Professional Services - Engineering) and account # 471-533-6031-31100 (Professional Services - Engineering).

**c) Source of funding for difference, if not fully budgeted:** Not Applicable.

- d) 5 year projection of the operational cost of the project:** Not Applicable.
- e) Detail of additional staff requirements:** Not Applicable.