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**RFQ # PSEN-19-10
Street Lighting Inventory
and Illumination Levels Study**

**CITY OF PEMBROKE PINES, FL
EVALUATION COMMITTEE**

June 3, 2020

The meeting of the Evaluation Committee (“Committee”) for RFQ # PSEN-19-10 Street Lighting Inventory and Illumination Levels Study was called to order by Gabriel Fernandez, Purchasing Manager, at 10:06 AM, on Wednesday, June 3, 2020, in the Conference Room of the Engineering Division, Public Services, 8300 South Palm Drive, Pembroke Pines, Florida, 33025.

Present to wit: Evaluation Committee: Chair Karl Kennedy, Members Roger Bezerra, Jonathan Cooper, John England and Joe Yaciuk (all via WebEx). Also Present: Gabriel Fernandez, Purchasing Manager, Mark Gomes, Purchasing Director, Danny Benedict and Shardee Jackson, Purchasing, Assistant City Attorney Danielle Schwabe (via WebEx) and Board Secretary Katherine Borgstrom.

Gabriel Fernandez, Purchasing Manager, presented the purpose of the meeting, which is that the Committee will hold a “Virtual” Meeting utilizing communications media technology (“CMT”), in accordance with Governor Ron DeSantis’ Executive Order No. 20-69, pertaining to conducting local government meetings while under the public health emergency related the spread of Novel Coronavirus Disease 2019 (COVID-19). Further, that the Committee is to evaluate and rank all responsive proposals after a question and answer session, in accordance with Florida Statute 287.055, “Consultants’ Competitive Negotiation Act (CCNA),” the Committee shall conduct discussions

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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.

This meeting is a public meeting; however, it is not a public hearing. The public may attend the meeting but will not be allowed to comment or participate in the proceedings. The meeting will be closed to the public during the question and answer period with each firm. After the final question and answer period, the meeting will be opened to the public for Committee discussion, scoring and announcement of rankings.

A motion by Member Yaciuk, seconded by Chair Kennedy, to approve the draft minutes of the May 12, 2020 meeting passed unanimously.

Members asked about the scores already applied on the score sheet concerning the location of the firm from the City. Gabriel Fernandez explained that in the RFQ location scoring was explained and the distance for location score was based on Google Maps calculations. Gabriel Fernandez also stated that the Minority Business Enterprise and Local Vender Preference scores had also already been listed on the score sheets by Purchasing Administration.

The meeting was closed to the public at 10:15 AM and firms were given their fifteen minute allotment to take questions from the Committee members. The meeting was opened to the public at 11:29 AM.

Members stated they had no further discussion or questions and began scoring. The secretary entered scores into the Excel score sheets. Individual score sheets were taken to members for signatures, Member Yaciuk emailed a

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scanned signed copy of his score sheet to the secretary. After all scores were accumulated, Gabriel Fernandez announced the rankings at 11:29 AM.

Due to the three-way tie of scores, Gabriel Fernandez announced the tie and then proceeded to go through the designated tie-breaking process as follows:

Score Sheet Tie Breaking: In the event a score results in a tie, the ranking for the tied vendors will be broken 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, as outlined in Florida Statute 287.055(4)(b). The Procurement Department will provide the evaluator(s) with the information regarding the volume of work previously awarded to each firm to assist with the tie-breaking process.

a. In the event the score still results in a tie, the ranking for the tied vendors will be broken by giving preference to a business that certifies that it has implemented a drug-free workplace program on the Vendor Drug-Free Workplace Certification Form, as outlined in Florida Statute 287.087. The Procurement Department will provide the evaluator(s) with the information regarding the proposer's Drug-Free Workplace Certification Form to assist with the tie-breaking process.

b. In the event the score still results in a tie, the evaluator or evaluation committee will be asked to break the tie by publicly drawing lots, as outlined in Chapter 35 of the City's Code of Ordinances.

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As all three firms have no prior work with the City and complied with the submission of the Drug-Free Workplace Certification Form, the Secretary prepared a lot for each firm, which were shown on the WebEx by Gabriel Fernandez. Gabriel Fernandez then folded each lot, paced them into a basket and Shardee Jackson pulled the lots. It was stated that the first lot pulled would be ranked first, the second lot pulled would be ranked second, and the third lot pulled would be ranked third. As each lot was pulled, the lot pulled was shown to the WebEx attendees. Gabriel Fernandez announced the final rankings as follows:

Company	Score	Rank
A&P Consulting Transportation Engineers, Corp.	10	1
Twig Technologies	10	2
A.D.A. Engineering, Inc.	10	3

A motion made by Member Yaciuk, seconded by Member England, to recommend that the City Commission award RFQ PSEN 19 10 Street Lighting Inventory and Illumination Levels Study to the top ranked firm, A & P Consulting Transportation Engineers, Corp., instructing the City Manager to negotiate a contract with said firm, and if a contract cannot be agreed upon, to negotiate with the next ranked firm for contract, passed unanimously.

Gabriel Fernandez adjourned the meeting at 11:35 AM.

Respectfully submitted,

Katherine Borgstrom
Board Secretary