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**RFQ # PSUT 20 02**

**Design and Post-Design Services**

**Pines Village Phase II and Septic Tank Conversion**

**CITY OF PEMBROKE PINES, FL**

**EVALUATION COMMITTEE**

**May 28, 2020**

The meeting of the Evaluation Committee (“Committee”) for RFQ # PSUT-20-02 Design & Post Design Services: Pines Village Phase II and Septic Tank Conversion was called to order by Gabriel Fernandez, Purchasing Manager, at 2:14 PM, on Thursday, May 28, 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 Paul Thompson, Members Roger Bezerra, John England, Giraldo Hernandez and George Wrvs (all via WebEx). Also Present: Gabriel Fernandez, Purchasing Manager, Mark Gomes, Purchasing Director, Danny Benedict, 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 the four short-listed firms after presentations and a question and answer session. The Committee will then recommend that the City Commission award the RFQ to the top ranked firm for negotiation of

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contract. 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. During the presentation by each firm the meeting will be closed to the public. The meeting will be opened to the public after the presentations for the tabulation and announcement of evaluators' scores and rankings.

Members indicated they had no questions or discussion before beginning the presentations, so the meeting was closed to the public at 2:20 PM and firms began making their presentations at 2:24 PM.

[Secretary note: During the presentation by Kimley-Horn & Associates, Inc. two Committee members stated they had lost their WebEx connection two minutes into the presentation. The 15 minute clock was stopped until the Committee members were able to re-connect to the WebEx.

A motion by Member England, seconded by Member Wrvs to reset the clock to 14 minutes (the approximate time the members lost their connection), passed unanimously.]

The meeting was opened to the public at 4:34 PM and members stated they had no further discussion. Members began their scoring at 4:35 PM.

Score and rankings were announced at 4:55 PM by Gabriel Fernandez, as follows:

<b>Company</b>	<b>Score</b>	<b>Rank</b>
Kimley-Horn & Associates Inc.	8	1
CPH, Inc.	12	2

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Miller Legg & Associates	16	3
Craven, Thompson & Associates Inc.	18	4
Calvin, Giordano & Associates Inc.	21	5

A motion by Member Wrves, seconded by Member Hernandez, to recommend that the City Commission award RFQ # PSUT-20-02 Design & Post Design Services: Pines Village Phase II and Septic Tank Conversion to the top ranked firm, Kimley-Horn & Associates, Inc. and to instruct the City Manager to negotiate a contract with said firm, and if a contract agreement cannot be reached with Kimley-Horn & Associates, Inc., that the City Manager move to the next ranked firm to negotiate a contract, passed unanimously.

The Chair adjourned the meeting at 5:00 PM.

Respectfully submitted,

Katherine Borgstrom  
Board Secretary