

Summary of All Scores

RFQ # PSUT-20-02

" Design & Post Design Services- Pines Village Phase II & Septic Tank Conversion"

Evaluation Committee Score Sheet

Thursday, May 28, 2020

	Evaluator/Vendor	Paul Thompson	George Wvres	Roger Bezerra	John England	Giraldo Hernandez	Total	Rank
C	Kimley-Horn & Associates Inc.	1	2	2	1	2	8	1
D	CPH, Inc.	4	1	4	2	1	12	2
E	Miller Legg & Associates	3	4	1	3	5	16	3
A	Craven, Thompson & Associates Inc.	2	5	3	4	4	18	4
B	Calvin, Giordano & Associates Inc.	5	3	5	5	3	21	5

Certifier of Score

Katherine Borgstrom

Katherine Borgstrom

5/28/2020

Please Print Name

Signature

Date

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“Design & Post Design Services- Pines Village Phase II & Septic Tank Conversion”

Evaluator Score Sheet
 May 28, 2020

Instructions:

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

- 1) RFQ # PSEN-18-02 - Professional Service Providers (Architectural, Engineering, Surveying & Mapping)
- 2) Bid Tabulation and Commission's Approval of the Pool of Providers and their respective Discipline(s)
- 3) Firms statements of qualifications and response to RFQ # PSEN-18-02
- 4) Instructions
- 5) The RFQ for this Specific Project

After your evaluation of the information provided, you will score each of the weighted categories that have a “Category Multiplier” on the evaluator score sheet based on how you feel the material rates according to the following quality levels in the table below:

Quality	Level	Description
Excellent	5	Meets all requirements; reflects significant enhancements or strengths as compared to minimum levels of acceptability, no offsetting weaknesses.
Very Good	4	Meets all requirements; reflects some enhancements or strengths; few if any offsetting weaknesses.
Good	3	Meets minimum requirements; strengths and weaknesses, if any, tend to offset one another equally.
Fair	2	Contains significant weaknesses only partially offset by less pronounced strengths; may meet minimum requirements but doubt exists.
Poor	1	Serious doubt exists about ability to meet needs but may be sufficient; significant weaknesses without offsetting strengths.
Deficient	0	Will not meet minimum requirements.

The respective “Quality Level” will then be multiplied by the respective “Category Multiplier” to get the Total Score for the respective category. For example, if a category has an pre-assigned “Category Multiplier” of 4 and the evaluator assigns a “Quality” of “Good” which would result in the “Quality Level” of 3 being multiplied by the “Category Multiplier” of 4 to get a Total Score of 12 for the respective category. See sample below.

When scoring on a computer, you can click on the green cells to choose a “Quality” from the dropdown list which will automatically calculate the corresponding score for that Category.

For the weighted categories that do not have a “Category Multiplier” on the evaluator score sheet, such as “Local Vendor Preference/ Veteran Owned Small Business Preference”, the information will be completed for you by the Procurement Department based on the following scoring criteria, that can be discussed at the evaluation committee meeting for any concerns or clarification that may be needed:

Status	Points	Description
LPPV	5.0	“Local Pembroke Pines Vendor” (LPPV) shall mean a business entity which has maintained a permanent place of business with full-time employees within the City limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the City of Pembroke Pines. In addition, the business must attach a current business tax receipt from the City of Pembroke Pines along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.
LBCV	2.5	“Local Broward County Vendor” (LBCV) shall mean or business entity which has maintained a permanent place of business with full-time employees within the Broward County limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the Broward County or the city within Broward County where the business resides. In addition, the business must attach a current business tax receipt from the Broward County or the city within Broward County where the business resides along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.
VOSB	2.5	“Veteran Owned Small Business” (VOSB) shall mean a business entity which has received a “Determination Letter” from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).
Non-LV/VOSB	0.0	Does not comply with Local Vendor Preference or Veteran Owned Small Business Preference
CMBE	5.0	Certified Minority Business Enterprise as defined by the Florida Small and Minority Business Assistance Act.
Non-CMBE	0.0	Not a Certified Minority Business Enterprise as defined by the Florida Small and Minority Business Assistance Act

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Please enter any comments or notes for why you scored each vendor the way that you have in the corresponding “Notes/Comments” section of the spreadsheet or provide additional pages of Notes/Comments on the following tab titled “Evaluator Notes”.

Category Multiplier Maximum Score	Adequacy of Personnel / Ability of Professional Personnel	Whether a firm is a Certified Minority Business Enterprise	Past Record / Past Performance	Willingness to meet Time and Budget Requirements	Recent, Current, and Projected Workloads of the firms	Location	Local Vendor Preference / Veteran Owned Small Business Preference	Total	Rank	Notes/Comments
	5	N/A	5	4	3	N/A	N/A	100.00		
	25	5	25	20	15	5	5			
Sample	Very Good 20.00	Non-CMBE 0.00	Fair 10.00	Poor 4.00	Good 9.00	5 Miles 2.00	LBCV 2.50	47.50		
A Craven, Thompson & Associates Inc.	Very Good	Non-CMBE	Very Good	Very Good	Very Good	20.10 Miles	LBCV	73.11	2	
B Calvin, Giordano & Associates Inc.	Good	Non-CMBE	Good	Very Good	Very Good	15.60 Miles	LBCV	63.87	5	
C Kimley-Horn & Associates Inc.	Very Good	Non-CMBE	Very Good	Very Good	Very Good	10.50 Miles	LBCV	75.50	1	
D CPH, Inc.	Very Good	Non-CMBE	Very Good	Very Good	Very Good	23.20 Miles	Non-LV/VOSB	70.26	4	
E Miller Legg & Associates	Very Good	Non-CMBE	Very Good	Very Good	Very Good	21.70 Miles	LBCV	72.92	3	

Note: (1) Individual Evaluator 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.

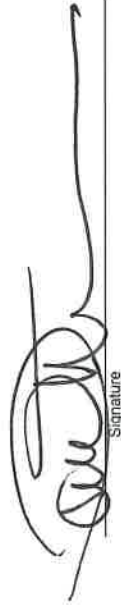
a. In the event the score still results in a tie, the ranking for the tied vendors will be broken by giving preference to a business that certifies that it has implemented a drug-free workplace program on the Vendor Drug-Free Workplace Certification Form, as outlined in Florida Statute 287.087. The Procurement 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.

(2) Aggregate Evaluation Committee Score Sheet Tie Breaking: In the event that the aggregate scores from each of the individual evaluator score sheets result in a tie after tallying the combined scores, the evaluation committee will take the same process to break the aggregate scores, as outlined in the section above.

(3) Once the scores have been read for all services, an evaluating member of the committee must make a motion, which must be approved by majority vote of the committee.

Certifier of Score:



Paul Thompson
Please Print Name

05/28/2020

Date

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After your evaluation of the information provided, you will score each of the weighted categories that have a "Category Multiplier" on the evaluator score sheet based on how you feel the material rates according to the following quality levels in the table below:

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LBCV	2.5	"Local Broward County Vendor" (LBCV) shall mean or business entity which has maintained a permanent place of business with full-time employees within the Broward County limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the Broward County or the city within Broward County where the business resides. In addition, the business must attach a current business tax receipt from the Broward County or the city within Broward County where the business resides along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.
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Non-LV/VOSB	0.0	Does not comply with Local Vendor Preference or Veteran Owned Small Business Preference
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Sample	5	N/A	5	4	3	N/A	N/A	100.00		
	25	5	25	20	15	5	5			
	Very Good 20.00	Non-CMBE 0.00	Fair 10.00	Poor 4.00	Good 9.00	5 Miles 2.00	LBCV 2.50	47.50		
A Craven, Thompson & Associates Inc.	Excellent	Non-CMBE	Excellent	Excellent	Good	20 10 Miles	LBCV	84.11	4	
	25.00	0.00	25.00	20.00	9.00	2.61	2.50			
B Calvin, Giordano & Associates Inc.	Excellent	Non-CMBE	Very Good	Excellent	Very Good	15 60 Miles	LBCV	82.87	5	
	25.00	0.00	20.00	20.00	12.00	3.37	2.50			
C Kimley-Horn & Associates Inc.	Excellent	Non-CMBE	Excellent	Excellent	Excellent	10 50 Miles	LBCV	92.50	1	
	25.00	0.00	25.00	20.00	15.00	5.00	2.50			
D CPH, Inc.	Excellent	Non-CMBE	Excellent	Excellent	Excellent	23 20 Miles	Non-LV/VOSB	87.26	2	
	25.00	0.00	25.00	20.00	15.00	2.26	0.00			
E Miller Legg & Associates	Excellent	Non-CMBE	Excellent	Excellent	Very Good	21 70 Miles	LBCV	86.92	3	
	25.00	0.00	25.00	20.00	12.00	2.42	2.50			

Note: (1) Individual Evaluator 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.

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Certifier of Score:

John Englanda

Please Print Name

Signature

05 28 2020

Date

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Roger Bezerra

Please Print Name

Signature

05/28/2020

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CMBE	5.0	Certified Minority Business Enterprise as defined by the Florida Small and Minority Business Assistance Act
Non-CMBE	0.0	Not a Certified Minority Business Enterprise as defined by the Florida Small and Minority Business Assistance Act

The Evaluation Committee shall have the opportunity to discuss the qualifications of the proposers during the public evaluation committee meeting. 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, with the highest score receiving a 1.

Evaluators should not alter the format of the spreadsheet in anyway, including the addition or removal of any columns or rows. If you have questions regarding this sheet, please contact the Procurement Department.

Please enter any comments or notes for why you scored each vendor the way that you have in the corresponding "Notes/Comments" section of the spreadsheet or provide additional pages of the spreadsheet titled "Evaluator Notes".

Category Multiplier	Adequacy of Personnel / Ability of Professional Personnel	Whether a firm is a Certified Minority Business Enterprise	Past Record / Past Performance	Willingness to meet Time and Budget Requirements	Recent, Current, and Projected Workloads of the firms	Location	Local Vendor Preference / Veteran Owned Small Business Preference	Total	Rank	Notes/Comments
Maximum Score	5	N/A	5	4	3	N/A	N/A	100.00		
Sample	25	5	25	20	15	5	5			
	Very Good	Non-CMBE	Fair	Poor	Good	5 Miles	LBCV	47.50		
	20.00	0.00	10.00	4.00	9.00	2.00	2.50			
A Craven, Thompson & Associates Inc.	Excellent	Non-CMBE	Excellent	Very Good	Good	20.10 Miles	LBCV	80.11	4	
	25.00	0.00	25.00	16.00	9.00	2.61	2.50			
B Calvin, Giordano & Associates Inc.	Excellent	Non-CMBE	Excellent	Very Good	Very Good	15.60 Miles	LBCV	83.87	3	
	25.00	0.00	25.00	16.00	12.00	3.37	2.50			
C Kimley-Horn & Associates Inc.	Excellent	Non-CMBE	Excellent	Very Good	Very Good	10.50 Miles	LBCV	85.50	2	
	25.00	0.00	25.00	16.00	12.00	5.00	2.50			
D CPH, Inc.	Excellent	Non-CMBE	Excellent	Excellent	Excellent	23.20 Miles	Non-LV/VOSB	87.26	1	
	25.00	0.00	25.00	20.00	15.00	2.26	0.00			
E Miller Legg & Associates	Excellent	Non-CMBE	Very Good	Very Good	Good	21.70 Miles	LBCV	74.92	5	
	25.00	0.00	20.00	16.00	9.00	2.42	2.50			

Note: (1) Individual Evaluator 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.

(2) Aggregate Evaluation Committee Score Sheet Tie Breaking: In the event that the aggregate scores from each of the individual evaluator score sheets result in a tie after tallying the combined scores, the evaluation committee will take the same process to break the aggregate scores, as outlined in the section above.

(3) Once the scores have been read for all services, an evaluating member of the committee must make a motion, which must be approved by majority vote of the committee.

Certifier of Score:

Giraldo Hernandez

Please Print Name

Signature

05/28/2020

Date

**RFQ # PSUT-20-02
"Design & Post Design Services- Pines Village Phase II & Septic Tank Conversion"**

Evaluator Score Sheet
May 28, 2020

Instructions:

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

- 1) RFQ # PSEN-18-02 - Professional Service Providers (Architectural, Engineering, Surveying & Mapping)
- 2) Bid Tabulation and Commission's Approval of the Pool of Providers and their respective Discipline(s)
- 3) Firms statements of qualifications and response to RFQ # PSEN-18-02
- 4) Instructions
- 5) The RFQ for this Specific Project

- 6) Bid Tabulation
- 7) Responses from Firms Interested in the Specific Project
- 8) Reference Checks
- 9) Tie Breaker Information, regarding Volume of Work, etc.
- 10) Score Sheet

After your evaluation of the information provided, you will score each of the weighted categories that have a "Category Multiplier" on the evaluator score sheet based on how you feel the material rates according to the following quality levels in the table below:

Quality	Level	Description
Excellent	5	Meets all requirements; reflects significant enhancements or strengths as compared to minimum levels of acceptability; no offsetting weaknesses.
Very Good	4	Meets all requirements; reflects some enhancements or strengths; few if any offsetting weaknesses.
Good	3	Meets minimum requirements; strengths and weaknesses; if any, tend to offset one another equally.
Fair	2	Contains significant weaknesses only partially offset by less pronounced strengths; may meet minimum requirements but doubt exists.
Poor	1	Serious doubt exists about ability to meet needs but may be sufficient; significant weaknesses without offsetting strengths.
Deficient	0	Will not meet minimum requirements.

The respective "Quality Level" will then be multiplied by the respective "Category Multiplier" to get the Total Score for the respective category. For example, if a category has an pre-assigned "Category Multiplier" of 4 and the evaluator assigns a "Quality" of "Good" which would result in the "Quality Level" of 3 being multiplied by the "Category Multiplier" of 4 to get a Total Score of 12 for the respective category. See sample below.

When scoring on a computer, you can click on the green cells to choose a "Quality" from the dropdown list which will automatically calculate the corresponding score for that Category.

For the weighted categories that do not have a "Category Multiplier" on the evaluator score sheet, such as "Local Vendor Preference/ Veteran Owned Small Business Preference", the information will be completed for you by the Procurement Department based on the following scoring criteria, that can be discussed at the evaluation committee meeting for any concerns or clarification that may be needed:

Status	Points	Description
LPPV	5.0	"Local Pembroke Pines Vendor" (LPPV) shall mean a business entity which has maintained a permanent place of business within the City limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the City of Pembroke Pines. In addition, the business must attach a current business tax receipt from the City of Pembroke Pines along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.
LBCV	2.5	"Local Broward County Vendor" (LBCV) shall mean or business entity which has maintained a permanent place of business with full-time employees within the Broward County limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the Broward County or the city within Broward County where the business resides. In addition, the business must attach a current business tax receipt from the Broward County or the city within Broward County where the business resides along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.
VOSB	2.5	"Veteran Owned Small Business" (VOSB) shall mean a business entity which has received a "Determination Letter" from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).
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	20.00	0.00	10.00	4.00	9.00	2.00	2.50			
A Craven, Thompson & Associates Inc.	Very Good	Non-CMBE	Good	Very Good	Very Good	20 10 Miles	LBCV	68.11	5	
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B Calvin, Giordano & Associates Inc.	Excellent	Non-CMBE	Excellent	Excellent	Good	15.60 Miles	LBCV	84.87	3	
	25.00	0.00	25.00	20.00	9.00	3.37	2.50			
C Kimley-Horn & Associates Inc.	Excellent	Non-CMBE	Excellent	Excellent	Good	10.50 Miles	LBCV	86.50	2	
	25.00	0.00	25.00	20.00	9.00	5.00	2.50			
D CPH, Inc.	Excellent	Non-CMBE	Excellent	Excellent	Excellent	23.20 Miles	Non-LV/VOSB	87.26	1	
	25.00	0.00	25.00	20.00	15.00	2.26	0.00			
E Miller Legg & Associates	Excellent	Non-CMBE	Excellent	Excellent	Good	21.70 Miles	LBCV	83.92	4	
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Certifier of Score:

George Wives

Please Print Name

Signature

05/28/2020

Date