

**RFQ # PSUT 20 01
Design and Post-Design Services
Raw Water Supply Line (Between Water Treatment
Plant and Eastern Wellfield) & 30” Force Main Relocation**

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

May 12, 2020

The meeting of the Evaluation Committee (“Committee”) for RFQ # PSUT-20-01 Design & Post Design Services: Raw Water Supply Line (Between Water Treatment Plant and Eastern Wellfield) & 30” Force Main Relocation was called to order by Gabriel Fernandez, Purchasing Manager, at 2:32 PM, on Wednesday, May 12, 2020, in the Conference Room of the Engineering Division, Public Services, 8300 South Palm Drive, Pembroke Pines, Florida, 33025.

Present to wit: Evaluation Committee: Members Roger Bezerra, John England, Tyler Harrel, Paul Thompson 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 all responsive proposals. The Committee shall have the option of shortlisting the qualified firms to no less than three firms, to have the shortlisted firms conduct discussions with the Committee at a future scheduled meeting, at which, in accordance with Florida Statute 287.055, “Consultants’ Competitive Negotiation Act (CCNA),” the Committee

shall conduct discussions 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. A second meeting will be scheduled for the Committee to conduct their discussions with the shortlisted firms.

A motion by Member England, seconded by Member Thompson, to elect George Wrrves to serve as Chairman passed unanimously.

Members discussed how many firms will be short-listed.

A motion by Member Thompson, seconded by Member England, to short- list four firms by scoring all responding firms; to then schedule a second meeting, with 15 minutes per firm, for presentation (no more than 10 minutes), question and answers between the firm and Committee, passed unanimously.

Members began scoring at 2:46 PM. Any ties on individual scorer's sheets were broken by the Committee member using the provided criteria, which is as follows: 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.

Score and rankings were announced at 3:24 PM by Gabriel Fernandez, as follows:

Company	Score	Rank
Carollo Engineers	11	1
CPH, Inc.	14	2
Calvin, Giordano & Associates, Inc.	15	3
R.J. Behar & Company	19	4
The Corradino Group	21	5
Baxter & Woodman	29	6
M&J Engineering, PC	31	7

Gabriel Fernandez announced, as per the motion, that the top four firms will be scheduled for a meeting for presentation, questions and answers with the Committee at a future date. The top four ranking firms are Carollo Engineers, CPH, Inc., Calvin, Giordano & Associates, Inc., and R.J. Behar & Company.

The Chair adjourned the meeting at 3:27 PM.

Respectfully submitted,

Katherine Borgstrom

Katherine Borgstrom
Board Secretary