

**RFQ # PSUT 20 02
Design and Post-Design Services
Pines Village Water Main Improvements Phase II
And Septic Tank Conversion**

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

May 12, 2020

The meeting of the Evaluation Committee ("Committee") for RFQ # PSUT-20-02 "Design & Post Design Services: Pines Village Water Main Improvements Phase II & Septic Tank Conversion was called to order by Gabriel Fernandez, Purchasing Manager, at 3:34 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, Giraldo Hernandez, Paul Thompson and George Wrvles (all via WebEx). Also Present: 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 short-listed firms.

A motion by Member Hernandez, seconded by Member Wrvs, to elect Paul Thompson to serve as Chairman passed unanimously.

Members discussed how many firms will be short-listed.

A motion by Member England, seconded by Member Wrvs, to short-list five 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 score at 3:41 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 4:16 PM by Gabriel Fernandez, as follows:

Company	Score	Rank
CPH, Inc.	12	1
Kimley-Horn & Associates Inc.	12	2
Miller Legg & Associates	18	3
Craven, Thompson & Associates Inc.	19	4
Calvin, Giordano & Associates Inc.	20	5
Chen Moore & Associates	28	6
CES Consultants	31	7

The tie between CPH, Inc. and Kimley-Horn & Associates Inc. was broken by Gabriel Fernandez, using the criteria set forth in the 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 for Individual Evaluator Score Sheet Tie Breaking.

Gabriel Fernandez announced, as per the prior motion, that the top five firms will be scheduled for a meeting for presentation, questions and answers with the Committee at a

future date. The top five ranking firms are CPH, Inc., Kimley-Horn & Associates Inc., Miller Legg & Associates, Craven, Thompson & Associates Inc. and Calvin, Giordano & Associates Inc.

The Chair adjourned the meeting at 4:17 PM.

Respectfully submitted,

Katherine Borgstrom

Katherine Borgstrom
Board Secretary

Approved 5/28/2020