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RFQ PL 20 01
Grant Administration for
Community Redevelopment Projects

CITY OF PEMBROKE PINES, FL
EVALUATION COMMITTEE

September 24, 2020

The meeting of the Evaluation Committee (“Committee”) for RFQ PL 20 01 “Grant Administration” was called to order by Purchasing Manager Gabriel Fernandez at 9:06 AM on Thursday, September 24, 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 Tammy Lau (WebEx), Yaibelys Rodriguez (WebEx), Jay Shechter, Christina Sorensen (WebEx), and Joe Yaciuk. Also Present: Gabriel Fernandez, Purchasing Manager; Danny Benedict, Purchasing, Assistant City Attorney Danielle Schwabee (via WebEx); and Board Secretary Katherine Borgstrom.

Gabriel Fernandez, Purchasing Manager, presented the purpose of the meeting, which is for the Committee to publicly review and rank proposals. The committee will be asked to consider each vendor according to the criteria provided in their package and score the proposals according to the percentage allotment afforded to each criteria. The Committee will finalize their scores. The Secretary will tally each evaluator’s score card and rank the vendors according to the total scores. The end result will be a final ranking by each member of all vendors listed and no ties on the individual evaluators score cards. The rankings will be read aloud and the Evaluation Committee will then be asked to recommend to the City Commission a vendor for negotiation of contract.

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A motion by Member Shechter, seconded by Member Sorensen, to nominate Member Yaciuk to serve as Chairman, passed unanimously.

Chairman Yaciuk called for questions or discussion. By consensus, members decided to score the vendors at this meeting for final selection. Gabriel Fernandez did point out that there was a typographical error on the bid package that stated the scoring would be based on 100 points, when in fact the scoring will be based on 105 points.

A motion by Chairman Yaciuk, seconded by Member Shechter, to validate that the scoring will be based on 105 points and that the bid package score of 100 points was a typographical error, pass unanimously.

The Committee began scoring at 9:12 AM.

The Secretary entered the scoring and finalized the ranking. Gabriel Fernandez read the results of the scoring as:

Company	Score	Rank
Community Redevelopment Associates of FL, Inc.	5	1
TAJ LLC	10	2

A motion by Member Sorensen, seconded by Member Shechter to recommend the City Commission award RFQ PL 20 01 Grant Administration to Community Redevelopment Associates of FL, Inc. and direct the City Manager to negotiate a contract with the same, passed unanimously.

A motion by Member Shechter, seconded by Member Sorensen to adjourn the meeting at 9:33 AM passed unanimously.

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Respectfully submitted,

Katherine Borgstrom
Board Secretary