

**Summary Meeting Minutes  
INITIAL EVALUATION MEETING**

**Professional Consultant Services for FLL and HWO Airports,  
Building Projects**

**RFP No. PNC2120437P1**

**Date:** June 30, 2021 **Time:** 10:00 A.M.

**Location:** Virtual and In Person Meeting (Microsoft Teams and Room 430)  
754-900-8519  
**Conference ID:** 924 952 961#

**Attendees:**

Christine Calhoun, Purchasing Manager, Purchasing Division, Finance and Administrative Services Department (**Chair and Non-Voting Member**)

**Evaluation Committee (EC) Members: (Voting Members)**

- Alejandro Cuevas, Expansion Project Administrator, Aviation Department
- Brad Terrier, Director, Highway Construction and Engineering Division, Public Works Department
- Mehrdad (Mike) Fayyaz, Capital Program Administrator, Parks and Recreation Division
- Carlos Hernandez, Construction Project Management Supervisor, Aviation Department
- Arethia Douglas, Capital Program Administrator, Transit Division, Transportation Department

**County Staff:**

- Mariana Pitiriciu - Aviation Department (Project Manager)
- Latoya Clark - Purchasing Division
- Netanta Hogu - Purchasing Division
- Fernando Amuchastegui - County Attorney's Office
- Alexander Williams - County Attorney's Office
- John Dent - Finance Division
- Donna-Ann Knapp - Office of Economic and Small Business Development

The meeting was called to order at 10:02 a.m. and announcements were made by the Chair.

The Chair made an announcement that due to necessary precautions related to the recent COVID-19 virus outbreak, the meeting was not open to physical attendance by Vendors, members of the public, the media, or general County staff. Only members of the Evaluation Committee and County employees required to attend the meeting at the direction of the Purchasing Division were physically present at the meeting. Vendors participated through Microsoft Teams Conference, which was accessed by phone or computer.

Members of the public, the media, and general County staff had public access to the meeting through the online Meeting Conference.

The Purchasing Division representative introduced County Staff, made some introductory comments about the solicitation, and noted that the meeting had been publicly noticed.

The Chair stated that a quorum was present.

The Chair stated the responsibility of the Evaluation Committee.

The Chair stated the purpose of the Initial EC meeting.

The Chair stated that all firms that are determined to be both responsive and responsible, and shortlisted will proceed to the Final Evaluation scoring and ranking.

The Chair stated that attendance would be recorded in two ways:

1. if logging in by computer, send chat message of name, company, and title.
2. Attendance by phone only – send e-mail to the assigned Purchasing Agent (with subject: EC Meeting Attendance)

The Purchasing Agent recorded physical attendance in Room 430.

The Chair stated that the Cone of Silence for this project has been in effect since March 11, 2021 for County Staff and upon the first meeting of the Evaluation Committee for County Commissioners and their staff; and all inquiries should be directed to the Project Manager, Mariana Pitiriciu, or the Director of Purchasing or her designee.

The Chair stated that during the time the Cone of Silence is in effect, vendors may communicate with a representative from the Office of Economic and Small Business Development ("OESBD") at any time regarding a solicitation or participation of Small Business Enterprises ("SBEs") or County Business Enterprises ("CBEs") in a solicitation. The Summary of Vendor Rights Regarding Broward County Competitive Solicitations has been provided to all proposing firms in the RFP.

The Chair stated that in accordance with Broward County Procurement Code all Committee Members shall be free of conflicts of interest.

The Chair then called on the Purchasing Division to report on their findings about responsiveness and responsibility of the firms' submittals.

The Purchasing representative stated the responsiveness requirements and named the proposing firms that were recommended to be evaluated as responsive to the requirements. All thirteen (13) firms were recommended to be evaluated as responsive to all responsiveness requirements.

The Purchasing representative stated the responsibility requirements and named the proposing firms that met the responsible requirements.

The Purchasing representative stated that the Firm, CBRE Heery, Inc. dba CBRE took exceptions to Broward County's Standard Terms and Conditions, and that the specific exceptions taken by the firm will be addressed at the Final Evaluation Committee Meeting.

The Purchasing representative stated that the Solicitation, Standard Instructions to Vendors, specifically section W.5 and 6 required all vendors to upload and submit their responses to the Evaluation Criteria.

The Purchasing representative stated that at the time of submittal, the proposal received from the firm Synalovski Romanik Saye, LLC, did not include responses to the Evaluation Criteria, regarding Ability of Professional Personnel, Project Approach, Past Performance, Workload of the Firm and Willingness to Meet Time and Budget Requirements. In response to the Director of Purchasing's Draft Memorandum, the firm Synalovski Romanik Saye, LLC, provided responses to the Evaluation Criteria. However, the proposal from Synalovski Romanik Saye, LLC, that was submitted at the time of submittal did not include any responses to the Evaluation Criteria; accordingly, Synalovski Romanik Saye, LLC will not be evaluated for the points identified in the Evaluation Criteria for Ability of Professional Personnel, Project Approach, Past Performance, Workload of the Firm and Willingness to Meet Time and Budget Requirements.

Additionally, the proposal received from the firm Perez & Perez Architects Planners, Inc. at time of submittal also did not include responses to the Evaluation Criteria regarding Project Approach, Past Performance, specifically questions 3b, 3c and 3d, Workload of the Firm, and Willingness to Meet Time and Budget Requirements. In response to the Director of Purchasing's Draft Memorandum, the firm Perez & Perez Architects Planners provided a letter indicating where in their submittal responses to the Evaluation Criteria regarding Past Performance, specifically questions 3b, 3c and 3d were located. This information was submitted to the Evaluation Committee Members. However, the proposal from the firm, Perez & Perez Architects Planners, Inc. will not be evaluated for the points identified in the Evaluation Criteria regarding Project Approach, Workload of the Firm, and Willingness to Meet Time and Budget Requirements, since this information was not included in their initial submittal.

The Purchasing representative stated that the solicitation document specified that "the awarded prime vendors and all their subconsultants from RFP No. PNC2115981P1, Airport Studies, Evaluations and Assessment are prohibited from participating in this RFP (Building Projects), as a prime or subconsultant". The List of Prime Consultants and Subconsultants for RFP No. PNC2115981P1, Airport Studies, Evaluations and Assessment was included in the solicitation document. The proposal submitted by Perez & Perez Architect Planners, Inc., included, Radise International, L.C. as a subconsultant, which is one of the firms excluded to participate in this RFP.

The Purchasing representative stated that on Tuesday, June 29, 2021, the Purchasing Division received a letter from Gresham Smith, requesting that Exp U.S. Services Inc. be evaluated without Gresham Smith since they withdrew from the Exp U.S. Services Inc. team. When asked to confirm, EXP U.S. Services Inc. stated that Gresham Smith voluntarily withdrew, clarifying that "EXP U.S. Services Inc. did not make the decision to remove Gresham Smith from our proposed project team."

The Chair asked if there was any discussion or question from the Evaluation Committee regarding the firm's submittals?

A question was made by EC Member, Mr. Fayyaz regarding the Firm Perez & Perez Architect Planners, Inc. who listed Radise International, L.C. (one of the firms included in the award of the previous

Airport Studies, Evaluations and Assessment project), as a Subconsultant, which was prohibited to participate in this RFP process based on what was stated in the advertised solicitation.

Question was answered and information was clarified by representatives from the Office of Economic and Small Business Development (OESBD), the County Attorney Office and the Purchasing Division.

A second question was made by EC Member, Mr. Fayyaz regarding financial information for CBRE Heery, Inc. dba CBRE, and BG Design Studios, Inc. dba Barranco Gonzalez Architecture.

The question was answered by a representative from the Finance Division.

A question was made by EC Member, Ms. Douglas regarding the Litigation Review Memorandum and the case that has Broward County as a defendant and Cartaya and Associates Architects, PA. is listed as the vendor.

A representative from the CAO answered the question.

A question was made by EC Member, Mr. Terrier, regarding CBRE Heery, Inc. dba CBRE exceptions to Broward County's Standard Terms and Conditions.

The Chair answered the question. And the CAO representative clarified that the Exceptions taken by the vendors are not a matter of responsiveness or responsibility. And that the specific exceptions taken by the firm will be addressed at the Final Evaluation Committee Meeting if the Firm is found to be both, responsive and responsible and if shortlisted.

No additional comments or questions were made.

The Chair gave the definition of responsiveness and asked if there was any discussion or question from the Evaluation Committee regarding determination of responsiveness of the firms.

There was no discussion. The Chair asked for a motion with respect of responsiveness. Motion was made by Mr. Fayazz to find all thirteen (13) firms responsive, motion was seconded by Mr. Terrier, all other EC members signified same by saying aye, and motion passed unanimously.

The Chair gave the definition of responsibility and asked if there was any discussion or question from the Evaluation Committee regarding determination of responsibility of the firms?

There was no discussion. The Chair asked for a motion with respect of responsibility. Motion was made by Ms. Douglas to find all thirteen (13) firms responsible, motion was seconded by Mr. Terrier, all other EC members signified same by saying aye, and motion passed unanimously.

The Chair stated that Broward County Aviation Department is seeking up to three (3) consultants to provide professional consulting services to perform pre-design, design services, construction administration and resident project representative services for new building construction and modifications, alterations and improvements to existing buildings, structures, offices and accessory buildings that are landside and airside at the Fort Lauderdale-Hollywood International Airport and North Perry Airport.

The Chair stated that in accordance with the Request for Proposals, Standard Instructions to Vendors, Section E, Evaluation Criteria, 3.A, the Director of Purchasing may recommend to the Evaluation Committee to shortlist the most qualified firms prior to the Final Evaluation.

The Chair stated that the Broward County Board of County Commissioners recently adopted a revised Procurement Code (February 23, 2021, Item no. 52) with an effective date of May 1, 2021. In accordance with Section 21.42, Procedures for RFPs, RLIs, and RFQs, "the Evaluation Committee may (1) shortlist vendors and then score or rank only the shortlisted vendors; or (2) score and/or rank all responses." and per Section 21.44, Procedures for CCNA Services, "...the Evaluation Committee shall establish a "shortlist" of vendors for further consideration of award of the solicitation, unless the Director of Purchasing determines that shortlisting would not be in the best interest of the County."

The Chair announced that the Director of Purchasing recommended shortlisting. Per Florida Statutes, 287.055, Consultants' Competitive Negotiation Act, there shall be no fewer than three responsive, responsible vendors evaluated. The Evaluation Committee determines the final number of firms to shortlist.

The Chair asked for a motion to determine the number of firms to be shortlisted. Motion was made by EC member Mr. Hernandez to short list six (6) firms. EC member Mr. Fayazz seconded that motion. All other EC members signified same by saying aye, and motion passed unanimously.

The Chair stated that the Evaluation Committee would vote to short list the firms. Purchasing provided each Committee member a ballot. Each Committee member marked an "x" in the box of the firms(s) that they determined to be short listed. Committee members completed their voting and submitted their ballots to Purchasing, and the ballots were tabulated.

The Chair stated that the tally ballots sheets were turned in, and that there would be a recess. The recess started at 11:21 A.M.

Purchasing completed the tabulation and indicated this to the Chair. The Chair reconvened the meeting at 11:38 A.M.

Purchasing read the results from Short List Summary Sheet. The names of the short-listed firms were read alphabetically:

- 1) ACAI Associates, Inc.
- 2) Burns & McDonnell Engineering Company, Inc.
- 3) Cartaya and Associates, Architects, P.A. dba Cartaya and Associates Architects
- 4) Exp U.S. Services Inc.
- 5) Saltz Michelson Architects, Inc. dba Saltz Michelson Architects
- 6) Zyscovich, Inc.

The Purchasing representative stated that there was tie between ACAI Associates, Inc. and Leo A. Daly Company dba Leo A Daly. The tie was broken based on the tie breaker for Location in accordance with Procurement Code Section 21.42(d), as disclosed in the Director of Purchasing Memorandum.

The Chair asked for a motion to accept the short listing of the firms. Motion was made by EC member Mr. Terrier to accept the six (6) short-listed firms announced by the Purchasing representative. EC member Mr. Fayazz seconded that motion. All other EC members signified same by saying aye, and motion passed unanimously.

The Chair announced that the Final Evaluation Meeting would be held on Wednesday, July 14, 2021 at 10:00 a.m. The Chair stated that the Evaluation Committee members will be in physical attendance in Room 430 of the Governmental Center and Vendors' attendance will only be virtually.

The Chair announced that the length of vendor presentations will be established by the Evaluation Committee. The chair asked if there were any discussion from the committee regarding the length of vendor presentation.

EC Member, Fayyaz redirected the discussion to the Project Manager. The Project Manager suggested 15 minutes for the length of presentation.

After the discussion, the Chair asked for a motion to set the length of presentations. Motion was made by Mr. Fayyaz to set the length of presentation to 15 minutes. Motion was second by Ms. Douglas, all other EC members signified same by saying aye, and motion passed unanimously.

The Chair asked the Purchasing Division representative to select the order of presentations for the Final Evaluation Committee Meeting by using a random list generator, which was viewed on shared screen. The order of vendor presentations results was announced as follows:

There were 6 items in your list. Here they are in random order:

1. ACAI Associates, Inc.
2. Burns & McDonnell Engineering Company, Inc.
3. Cartaya and Associates, Architects, P.A.
4. Zyscovich, Inc.
5. Saltz Michelson Architects, Inc. dba Saltz Michelson
6. Exp U.S. Services Inc.

The Chair asked the EC Members if there were any questions to have included or specifically addressed in the presentations in addition to the sample projects.

Mr. Cuevas:

Requested firms to focus their presentation on summarizing their qualifications based on their proposal. In addition, if they can explain how the firm manages and prevents potential change orders in a project.

Ms. Douglas:

No comments.

Mr. Fayyaz:

Requested the Project Manager do the presentation with assistance from others in the team.

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Mr. Hernandez:

Requested firms to focus on the Evaluation Criteria, and experience of the team in similar projects.

Mr. Terrier:

Items were covered by others.

Mr. Fayyaz asked the Project Manager of any questions she wishes vendors to include in their presentations. Project Manager stated that her questions were already cover by the EC Members.

The Chair asked if there was any other business, seeing none, the Chair adjourned the meeting at 11:48 a.m.