

**Summary Meeting Minutes
FINAL EVALUATION MEETING**

**Professional Consultant Services for FLL and HWO Airports, Building Projects
RFP No. PNC2120437P1**

Date: July 14, 2021 **Time:** 10:00 A.M.

Location: Virtual Microsoft Teams Meeting and Room GC 430

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 present and confirmed attendance of Committee members by a roll call vote.

The Chair stated the responsibility of the Evaluation Committee.

The Chair stated the purpose of the Final EC meeting.

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, Mr. Marianna Pitiriciu, the Director of Purchasing or her designee.

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

The Chair asked for a motion to approve the minutes from the Initial Evaluation Meeting held on January 30, 2021. EC Member, Mr. Cuevas pointed an error on the Summary Meeting Minutes, and the Chair stated that Summary Meeting Minutes will be amended to address the error and will be updated in the Purchasing Repository.

Motion was made by Mr. Terrier to approve the minutes of the Initial Evaluation Meeting, motion was seconded by Mrs. Douglas, all other EC members signified same by saying aye, and motion passed unanimously.

The Chair then called on the Purchasing Division to report on their findings on terms and conditions taken by the firms to the County's standard agreement.

The Purchasing representative reported the RFP solicitation requires proposers to state whether they accept Broward County's Standard Terms and Conditions or, if they do not accept them, to define which contract provisions they cannot accept. All six firms agreed to accept Broward County's Standard Terms and Conditions.

The Chair stated that at the January 30, 2021 Initial Evaluation Meeting, after using a random list generator to select the order of firm names, the selected order of presentation was determined to be as follows:

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

The Chair reminded the presenting firm to emphasize on the key points of interest for the presentation.

The Chair stated that presentations will be limited to 15 minutes followed by an unlimited question and answer period. The presenting firms were asked to affirm that there were no other individuals, including subconsultants, in the meeting other than their team before commencing each presentation.

Presentation started with first vendor at 10:34am and final presentation concluded at 4:45pm

The Purchasing Representative invited all vendors and members of the public back to the meeting room for the remainder of the meeting and asked the Evaluation Committee if they would like to discuss anything before scoring. No discussion.

The Chair called on the Purchasing Division to provide some comments on the scoring sheets.

Committee members scored the firms.

Purchasing, announced the scores.

The Chair asked for a motion to accept the Evaluation Committee's scores and have Purchasing submit the Proposed Recommendation of Ranking for approval. Motion was made by Mr. Terrier and seconded by Mr. Fayyaz, all other EC members signified same by saying aye, and motion passed unanimously.

Meeting was adjourned at 6:11pm

