Date: May 12, 2017  
Location: 115 S. Andrews Ave. Room 430, Ft. Lauderdale, FL 33301

Committee Members Present:
Mike Mullen, Purchasing Agent, Purchasing Division, Finance and Administrative Services Department (Non-Voting Member and Chair)  
Scott Brunner, Director, Traffic Engineering Division, Public Works Department  
Trevor Fisher, Director of Capital Projects, Airport Expansion Program, Aviation Department  
Michael Hammond, Engineering Capital Program Administrator, Highway Construction and Engineering Division, Public Works Department

Staff Present:  
Bernadette Green, Purchasing Division  
Carolina Bustamante, Highway Construction and Engineering Division  
Karen Walbridge, Purchasing Division  
Glenn Miller, County Attorney’s Office  
Lisette Forrest, Office of Economic and Small Business Development  
Anna Owens – Finance and Administrative Services Department

Call to Order
The meeting was called to order at 1:05pm and announcements were made by the Chair, Mike Mullen.

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

Quorum of voting members
The Chair stated that a Quorum Present and named the Committee members;  
Scott Brunner, Director, Traffic Engineering Division, Public Works Department  
Trevor Fisher, Director of Capital Projects, Airport Expansion Program, Aviation Department; Michael Hammond, Engineering Capital Program Administrator, Highway Construction and Engineering Division, Public Works Department

Responsibility of the Evaluation Committee
The Chair stated the responsibility of the Evaluation Committee was to review the vendors’ submittals to ensure they are in compliance with the solicitation requirements and evaluate the submittals in order to make a recommendation to the County Commission to award a contract.
Purpose of Meeting
The Chair stated the purpose of the meeting that firms that are determined to be both responsive and responsible will move on to final evaluation to be scored and the highest scored firm will become the number one ranked firm that will be recommended for award.

Circulation of Sign-In sheet
The Chair stated that a sign-in sheet is being circulated and to be sure that everyone signs in.

Cone of Silence
The Chair stated that the cone of silence for this project has been in effect since March 16, 2017 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 or the Director of Purchasing.

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

Responsiveness and Responsibility of Firms
The Chair then called on the Purchasing Division to report on their findings about responsiveness and responsibility.

The Purchasing representative stated the responsiveness requirements and Stated that all seven proposers are recommended to be evaluated as responsive to the requirements.

The Purchasing representative stated the responsibility requirements and the proposers that are recommended to be evaluated as responsible to the requirements. Proposer, R.J. Behar and Company, Inc. team was not in compliance with responsibility pre-qualification requirement FDOT 9.1 – Soil Exploration. R.J. Behar and Company, Inc. had provided a substitute subconsultant that has FDOT 9.1 pre-qualification requirement, but as stated in the RFP that evidence of the pre-qualification requirement be submitted at the time of RFP submittal opening, and it is not in Broward County’s practice to accept a change in subconsultants after the time of submittal.

County Terms and Conditions
The Purchasing representative reported that no firms have taken exception to the county’s standard terms and conditions.
Determination of Responsiveness
The Chair gave the definition of responsiveness and asked for a motion. Motion was made by committee member, Trevor Fisher to find all firms responsive, second by committee member, Scott Brunner. The motion passed unanimously.

Determination of Responsibility
The Chair gave the definition of responsibility and asked for a motion. Motion was made by committee member Trevor Fisher to find proposer R.J. Behar and Company, Inc. non-responsible and the remaining firms responsible, second by committee member Scot Brunner. The motion passed unanimously.

Determination of Firms to Proceed to Final Evaluation
The Chair asked for a motion of determination of six (6) firms that were responsive and responsible to proceed to final evaluation and scoring; AS A Consultants, LLC; Calvin, Giordano & Associates, Inc.; H.W. Lochner, Inc.; Keith and Schnars, P.A.; Kimley-Horn and Associates, Inc.; and Parsons Brinckerhoff, Inc. who has changed their firm’s name to WSP USA, Inc. after the time for submittals. Motion was made by committee member Trevor Fisher to have the six (6) firms to proceed to final evaluation, second by committee member Scott Brunner. The motion passed unanimously.

Presentations
The Chair announced firms had 10 minutes for presentations. Proposer’s made presentations, followed by a question and answer period for committee members.

The order of presentations were randomly drawn from a hat and were announced by County Attorney, Glenn Miller and order as follows: H.W. Lochner, Inc., Parsons Brinckerhoff, Inc. (WSP USA, Inc.), ASA Consultants, LLC, Kimley-Horn and Associates, Inc., Calvin-Giordano & Associates, Inc., Keith and Schnars, P.A.,

Scoring of Firms
The Committee reviewed submittals and completed scoring of the firms.

After firm presentations, the purchasing representative gave instructions to the Committee for scoring that was predetermined for Location, Dollar Volume of Work, and Willingness to meet Time and Budget.

A recess was taken at 4:25pm to allow for tabulation of the scoring sheets.

The Chair reconvened the meeting at 4:32pm.

The Purchasing representative announced scores including the points for Location, Dollar Volume of Work, and Willingness to meet Time and Budget. The Committee
The total scores and ranking are as follows; the number one ranked firm is Kimley-Horn and Associates, Inc. with a total score of 275 points; the number two ranked firm is ASA Consultants, LLC with a total score of 273 points; the number three ranked firm is Keith and Schnars, P.A. with a total score of 266 points; the number four ranked firm is Calvin, Giordano & Associates, Inc with a total score of 257 points; the number five ranked firm is Parsons Brinckerhoff, Inc. (WSP USA, Inc) with a total score of 241 points; and the number six ranked firm is H.W. Lochner, Inc. with a total score of 239 points.

**Motion to Accept the Scoring and Ranking of the Firms**

The Chair asked if a motion would be made to accept the Evaluation Committee’s scores. The motion was made by committee member Trevor Fisher, and second by committee member Michael Hammond. The motion passed unanimously.

The Chair stated the recommendation will be posted for three days as a “proposed recommendation of ranking” and following this three-day period, if no objections to the proposed ranking have been received in writing by the Director of Purchasing, a final recommendation of ranking will be posted and presented to the Board for approval; and information and documents reviewed by Evaluation Committee members as part of the evaluation process are posted for general review on the Purchasing Division website.

The Chair stated the estimated time the final agreement will come to the Board for approval and execution is within 45 days from the final approval of the rankings.

The Chair asked if there was any other business, seeing none, the Chair adjourned the meeting at 4:40pm.