Summary Meeting Minutes
RFP No. S2115731P1,
Consultant Services for Broward County’s Medical Examiner’s and
Broward Sheriff's Office Crime Laboratory Combined Facility

Initial Evaluation Meeting

Date: April 20, 2018
Location: Governmental Center Building, 115 S. Andrews Avenue, Room 422, Fort Lauderdale, FL 33301

Attendees:
- Marie Williams, Purchasing Agent, Senior, Purchasing Division (Chair)
- David Hawke, Project Manager
- Carolyn Messersmith, Purchasing Agent, Senior, Purchasing Division
- Glenn Miller, County Attorney's Office [via telephone]
- Nichole Francis, Office of Economic and Small Business Development
- Lori Fortenberry, Finance and Administrative Services Department
- Laura Rogers, County Auditor Office

The meeting was called to order at 10:07 AM and announcements were made by the Chair.

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

The Chair stated that a Quorum Present and named the Committee members:
- Alan Cohen, Assistant County Administrator
- Dr. Craig Mallak, Chief Medical Examiner
- Ariadna Musarra, Director/County Architect
- Leonard Vialpando, Deputy Director,
- Colonel John D. "Jack" Dale, Executive Director, Broward Sheriff’s Office

The Chair stated the responsibility of the Evaluation Committee.

The Chair stated the Purpose of the Meeting.

The chair stated that all 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.

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

The Chair stated for those participating via the conference bridge to identify themselves. Participants were asked to state their Name, Title and Company Name:
- Stephanie Mitrovic, Science and Technology Studio Leader, Smith Group JJR
- Glenn Miller, Assistant County Attorney, Broward County
- Janeen Skelly, Director of Marketing, Bermello Ajamil & Partners, Inc.
The Chair stated that the cone of silence for this project has been in effect since December 22, 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.

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.

The Purchasing representative stated the responsiveness requirements and the proposers that 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.

The Purchasing representative reported that one (1) firm had taken exception to the County’s standard terms and conditions: Leo A Daly Company.

The Chair gave the definition of responsiveness and asked for a motion. Motion was made to find all firms responsive and motion passed.

The Chair gave the definition of responsibility and asked for a motion. Ariadna Musarra questioned ARCADD Inc.’s submittal of 2010 and 2011 financials. Glenn Miller advised that ARCADD, Inc. is compliant with the RFP requirements and questions can be asked of the proposer at the Final Evaluation Committee meeting. Motion was made to find all firms responsible and motion passed.

The Chair asked for a motion of determination of firms to proceed to final evaluation. Motion was made to have all firms to proceed to final evaluation and motion passed.

The Chair stated that the Final Evaluation Meeting will be held on Monday, May 7, 2018 at 1:00 PM in Room 430 located at the Governmental Center, 115 S Andrews Avenue, Fort Lauderdale, Florida.

The chair asked if the Evaluation Committee desired to have vendor presentations at the Final Evaluation Committee meeting. The Committee members agreed to have vendor presentations.

The chair asked if there are questions the Evaluation Committee wishes to have included or specifically addressed in the presentations. The Committee members responded [refer to audio recording]:

1. EC member statement – “This is a unique facility that must meet legal and forensic requirements.”
   How will your consultant team design a combined Medical Examiner’s office with BSO Crime Laboratories that meets Broward County requirements, legal regulations, comply with national forensic certifications and testing agencies?
2. Demonstrate the method the prime consultant will organize the team to allow requests from the County to be answered in timely fashion by the team’s crime lab experts that appear to be all subconsultants to the prime especially on critical elements of facility (i.e. labs, evident integrity, chain-of-command, testing, MEP systems, & ventilation)?

3. We realized that consultant teams are made of specialized, out-of-town consultants, so;
   a) What cost control methods do you utilize with the team, and with the Managing General Contractor?
   b) How do you maintain quality control throughout the life of the project?

4. Provide specific examples of challenges the team has encountered on similar type projects, and how would you address them on this project?

5. Please list the past laboratories your team has worked on, and to what extent the consultant’s exact role on your previous forensic & police crime laboratories?

Evaluation Committee members discussed and established that presentations will be 30 minutes. Motion was made to set the length of presentations to 30 minutes and motion passed.

The Purchasing representative selected the order of presentations by randomly pulling names from a hat and stated such as the order of presentations: 1) MOBIO Architecture, Inc., 2) Bermello Ajamil & Partners, Inc., 3) Saltz Michelson Architects, Inc., 4) ARCADD, Inc., 5) Cartaya and Associates Architects, P.A. and 6) Leo A Daly Company.

The Chair asked if there are questions in addition to those identified earlier that the Evaluation Committee wishes to have addressed at the Final Evaluation Meeting for the record. The Committee members responded [refer to audio recording]:
   1. We will know if they really know what they are doing or not based on the presentations; we should not have to lead them by the hand; they should know very specific things upfront.
   2. Clarifications of ARCADD Inc.’s financials. What has occurred between 2011 and now?
   3. Discussion of Leo A Daly Company’s exceptions.

The Chair asked if there was any other business, seeing none, the Chair adjourned the meeting at 10:34 AM.