

**SUMMARY OF
EVALUATION COMMITTEE MEETING
FOR
COMBINATION INITIAL AND FINAL EVALUATION MEETING FOR
ENGINEERING SERVICES FOR RECLAIMED WATER PLANT EXPANSION
RFP No. R1060205P1**

MEMBERS PRESENT:

Gregory M. Balicki, P. E., Director Water and Wastewater Engineering Division (CHAIR)
Clive Haynes, Assistant Director Water and Wastewater Operations Division
Marc Gambrell, P. E., Director Capital Improvements Projects, Aviation Department
J. David Anderson, Assistant Director Port Everglades Department, Strategic Planning and Development
Leonard Vialpando, Acting Director Environmental Licensing and Building Permitting Division, Environmental Protection and Growth Management Department

OTHER STAFF PRESENT:

Jorge Orozco, Project Manager, Water and Wastewater Services
John Raite, Purchasing Division
Karen Walbridge, Purchasing Division
Jacqueline Chapman, Purchasing Division
Glenn Miller, County Attorney's Office
James Vose, Office of Economic and Small Business Development
Bill Nealon, Finance and Administrative Services Department

(See Attached sign-in sheet for other attendees)

The meeting was called to order by the Chair, Gregory Balicki, at 11 a.m. on January 23, 2014 in Room 430 of the Governmental Center.

The attendance sign-in sheet was circulated and the Combination Initial and Final Evaluation meeting was publicly noticed. A quorum was established as all members of the Evaluation Committee (EC) were present.

John Raite made introductory remarks about the project and reported that at the time of the RFP advertising deadline, 5:00 p.m. October 28, 2013, there was no submittal. The opening date was extended for an additional three (3) weeks to 5:00 p.m. November 18, 2013. After the extension period no additional responses were received.

Project Staff have produced an Information Package including an Evaluation Matrix of the RFP Submittal and the Information Package has been distributed to Evaluation Committee members for their review.

Mr. Balicki stated the purpose of the meeting was to determine responsiveness and responsibility of the firm that submitted a proposal for RFP #R1060205P1, Engineering Services for Reclaimed Water Plant Expansion.

A determination of responsiveness was discussed. Marc Gambrell made a motion to determine the firm's responsibility. The motion was seconded by Clive Haynes and approved unanimously by the Selection Committee.

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Engineering Services for Reclaimed Water Plant Expansion
January 23, 2014

A determination of responsibility (County Business Enterprise CBE, Disclosure of Financial Documentation, Disclosure of Litigation History, and Authority to Conduct Business in Florida) was discussed... Marc Gambrill made a motion to determine the firm's responsibility. The motion was seconded by Leonard Vialpando and approved unanimously by the Selection Committee.

A determination of firm to proceed to final evaluation was discussed. Leonard Vialpando made a motion to determine the firm to proceed to final evaluation. The motion was seconded by Marc Gambrill and approved unanimously by the Selection Committee.

Marc Gambrill made a motion to skip the scoring of the firm. The motion was seconded by Clive Haynes and approved unanimously by the Selection Committee.

Leonard Vialpando made a motion to move Brown and Caldwell forward for award of the RFP. The motion was seconded by Marc Gambrill and approved unanimously by the Selection Committee.

The Chair stated the Evaluation Committee recommendation will be posted for three days as a "Proposed Recommendation of Ranking". 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. At the discretion of the Board, presentations to the Board of County Commissioners by the ranked firms may be required. Information and documents reviewed by Evaluation Committee members as part of the evaluation process are posted for general review on the Purchasing Division website located [at the RFP/RLI Supporting Documents Repository](#).

The estimated time the final Agreement will come to the Board for approval and execution within 45 days from the final approval of the ranking.

There being no further business, the meeting was adjourned at 11:16 a.m. A digital recording of the meeting can be reviewed at Broward County Records Division (Digital Recording: of the meeting available in the Document Control Room).

JO/MB
attachment
cc: Attendees
File: 9186.C – 3.01