

Summary Meeting Minutes

RFQ No. M1329819R1, Rotating List for Professional Engineering Testing Services Qualification Shortlist Meeting

Date: March 30, 2017
Location: Broward County Government Center East, Room 430, 115 S. Andrews
Avenue, Ft. Lauderdale, FL 33301

Committee Members Present:

Martha Perez-Garviso, Purchasing Manager, Purchasing Division (Chair and Non-Voting Member)

Ariadna Musarra, Construction Management Division, Public Works Department

Brad Terrier, Highway Construction and Engineering Division, Public Works Department

Gasser Douge, Capital Improvements Projects, Aviation Department

Attendees:

Randy Plunkett, Purchasing Division

Mitchell Cohen, Purchasing Division

Glenn Miller, County Attorney's Office

Anna Owens, Finance and Administrative Services Department

Lisette Forrest, Office of Economic and Small Business Development

Tim Crowley, Risk Management Division

The meeting was called to order at 2:31 P.M. 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.

The Chair stated the responsibility of the Evaluation Committee.

The Chair stated the Purpose of the Meeting.

The chair stated that the number of firms to be qualified will be determined by the Selection Committee.

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

The Chair stated that the cone of silence for this project has been in effect since July 2, 2015 for County Staff and upon the first meeting of the Selection Committee for County

Summary Meeting Minutes
RFQ No. M1329819R1, Rotating List for Professional Engineering Testing Services
Combination Initial and Final Evaluation Meeting

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 provided information regarding the proposers meeting the responsibility requirements of the RFQ.

The Purchasing representative reported which firms have taken exception to the county's standard terms and conditions.

The Chair gave the definition of responsiveness and asked for a motion. Motion was made by Ariadna Musarra and seconded by Gasser Douge to find all firms, except ECS-Florida, LLC responsive and motion passed unanimously.

The Chair gave the definition of responsibility and asked for a motion. Motion was made by Gasser Douge and seconded by Ariadna Musarra to find all firms, except ECS-Florida, LLC responsible and motion passed unanimously.

The Chair asked for a motion of determination of number of firms to be short-listed. Motion was made by Ariadna Musarra and seconded by Gasser Douge to have ten-(10) firms, excluding ECS-Florida LLC to be short-listed and motion passed unanimously.

The Chair asked for a motion to accept the short listing of ten-(10) firms. Motion was made by Brad Terrier and seconded by Gasser Douge to accept the short listing of firms, excluding ECS-Florida LLC and motion passed unanimously.

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

The Chair stated that the second step in the process for attainment of pricing will be forthcoming through use of BidSync.

Summary Meeting Minutes

RFQ No. M1329819R1, Rotating List for Professional Engineering Testing Services
Combination Initial and Final Evaluation Meeting

The Chair stated the estimated time the final agreement will come to the Board or Director of Purchasing for approval and execution is within 45 days from the final approval of the qualified list of firms.

The Chair asked if there was any other business, seeing none, the Chair adjourned the meeting at 2:53 PM.