

## SUMMARY MEETING MINUTES

### COMBINATION SHORT LIST / PRESENTATION RANKING MEETING R2113880R1

**Mini-Soccer Complex(es) at Tradewinds Park and Brian Piccolo Park  
August 23, 2017  
9:00 AM**

**Governmental Center Building, 115 S. Andrews Avenue, Room 430,  
Fort Lauderdale, FL 33301**

The combination short list/presentation ranking meeting was call to order for RLI No: R2113880R1 for Mini-Soccer Complex(es) at Tradewinds Park and Brian Piccolo Park at 9:00am by Melissa Cuevas the non-voting Committee Chair.

The Purchasing Division representative, Carolyn Messersmith, introduced County Staff.

In attendance were:

- Ellice Weaver - Project Manager
- Lou Metz – Parks and Recreation Division
- Tim Waln – Parks and Recreation Division
- Marc Scharphorn - Parks and Recreation Division
- Karen Walbridge - Purchasing Division
- Carolyn Messersmith – Purchasing Division
- Glenn Miller - County Attorney's Office
- Daphne Jones - County Attorney's Office
- Lori Fortenberry - Finance and Administrative Services Department
- Tim Crowley - Risk Management

The Purchasing Division representative stated the Request for Letters of Interest (RLI) No. R2113880R1 for Mini-Soccer Complex(es) at Tradewinds Park and Brian Piccolo Park, was approved by the Board of County Commissioners on Tuesday, May 02, 2017, Agenda Item 20. ***At the time of the RLI advertising deadline, 5:00 PM on June 20, 2017, there was one (1) submittal.***

The Chair stated that a Quorum Present with the following named Committee members:

- Gayle Preston, Assistant Director, Parks and Recreation Division
- James Federici, Construction Project Management Supervisor, Highway Construction and Engineering Division, Public Works Department
- Jack Shim, Construction Project Management Supervisor, Construction Management Division, Public Works Department

The Chair stated the responsibility of the Evaluation Committee.

The Chair stated the Purpose of the Meeting.

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

The chair stated the Cone of Silence for this project has been in effect since May 8, 2017 which

prohibits potential vendors from discussing this RLI with the Selection Committee, the County Administrator, Deputy County Administrator, Assistant County Administrator, Assistants to the County Administrator, their respective support staff, and any other person authorized to evaluate or recommend selection in this RLI process. The chair continued to state, Upon the first meeting of the Selection Committee, the Cone of Silence expands to also include County Commissioners and their staff. Potential vendors and their representatives are substantially restricted from communicating with County Commissioners and their staff regarding this RLI as stated in the Cone of Silence Ordinance; and all inquiries regarding this RLI should be directed to the Project Manager Ellice Weaver 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 three (3) responsiveness requirements of the RLI were Domestic Partnership, receipt of a Lobbyist Registration Certification Form, and acknowledgement of "Must" Addenda. The RLI contained seven (7) Addenda. None of which were "Must" Addenda.

The Purchasing representative stated the single proposer is being recommended to be evaluated as responsive to the Domestic Partnership, and the Lobbyist Registration Certification requirements of the RLI.

The Purchasing representative stated in the area of responsibility, the RLI Did Not Contain a County Business Enterprise (CBE) or Disadvantaged Business Enterprise (DBE) participation goal requirement.

The Purchasing representative stated, there are six (6) other areas of responsibility in the RLI concerning financial documentation, litigation history, Authority to Conduct Business in Florida, affiliated entities of the principal(s), proof of insurance, and evidence of State Certified General Contractor or Broward County General Building Contractor Class "A" license.

The Purchasing representative stated, the single proposer has provided the required financial information as stated in the RLI.

The Purchasing representative stated, the single proposer has met the requirement of disclosure of three (3) years of litigation history as stated in the RLI and currently doesn't have litigation cases with Broward County.

The Purchasing representative stated, the Firm was found to be authorized to transact business in Florida and are in good standing with the Florida Department of State

The Purchasing representative stated, the single proposer submitted the Affiliated Entities Certification Form indicating there are no affiliated entities.

The Purchasing representative stated, the single proposer provided the required documentation showing that they currently have insurance in place or can have the insurance in place prior to the award as required by the RLI.

The Purchasing representative stated, the single proposer provided evidence of State Certified General Contractor of vendor's team member.

The Purchasing representative stated, the proposer agreed to the County's Standard Terms and Conditions.

The Chair gave the definition of responsiveness and asked for a motion. Motion was made by Gayle Preston and seconded by James Federici to find the firm responsive to the solicitation. The chair stated the motion passed.

The Chair gave the definition of responsibility and asked for a motion. Motion was made by James Federici and seconded by Gayle Preston to find the firm responsible. The chair stated the motion passed.

The Chair asked for a motion to short-list the single proposer and proceed to presentation. Motion was made by Gayle Preston and seconded by James Federici to have the firm to proceed to presentation.

The Chair stated that the firm will have 20 minutes for presentation followed by questions.

The firm provided presentation in the allotted time with a question and answer period after. The SC members asked questions to the Firm. The audio recording is available.

The Chair asked for a motion to accept the single proposer or a motion to reject the single proposer. Motion was made by Gayle Preston and seconded by Jack Shim, to accept the single proposer.

The Chair asked for a motion to accept the single firm, as voted by the members of the Selection Committee, and to report the ranking to the Board of County Commissioners. Motion was made by James Federici and seconded by Gayle Preston, to accept the single firm, as voted by the members of the Selection Committee, and to report the ranking to the Board of County Commissioners.

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, and asked the firm if they will be ready and able to begin negotiations at that time with at least one representatives able to bind the firm during negotiations? The firm said they will be able to begin negotiations at that time with one representative able to bind the company.

The Chair asked if there was any other business, seeing none, the Chair adjourned the meeting at 9:46 am.