

Summary Meeting Minutes
RFP No. V2114784P1, Consultant Services for FY2019-28 Transit Development Plan
Combination Initial and Final Evaluation Meeting

Date: January 18, 2018

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

Attendees:

- Marie Williams, Purchasing Agent, Senior, Purchasing Division (Chair)
- Princess Brown - Purchasing Division
- Melissa Cuevas - Purchasing Division
- Jonathan Roberson - Project Manager
- Neil Sharma - County Attorney's Office
- Angela Wallace – County Attorney's Office
- Claudia Capdesuner – County Attorney's Office
- Anna Owens - Finance and Administrative Services Department

The meeting was called to order and announcements were made by the Chair.

The Purchasing Division representative, Princess Brown, 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:

- Scott Brunner, Director, Traffic Engineering Division, Public Works Department
- Barney McCoy, Director, Transit Division, Transportation Department
- Maribel Feliciano, Assistant Director, Planning and Development Management Division, Environmental Protection and Growth Management Department

The Chair stated the responsibility of the Evaluation Committee.

The Chair stated the Purpose of the Meeting.

The chair stated if the one firm is determined to be both responsive and responsible, it will move on to final evaluation and scoring.

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 October 2, 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.

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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 single proposer that is recommended to be evaluated as responsive to the requirements.

The Purchasing representative stated the responsibility requirements and the single proposer that is being recommended to be evaluated as responsible to the requirements.

The Purchasing representative reported that the single proposer did not take exception to the County's standard terms and conditions.

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

The Chair gave the definition of responsibility and asked for a motion. Motion was made to find the single firm responsible and motion passed.

The Chair asked for a motion of determination of the single firm to proceed to final evaluation. Motion was made to have the single firm proceed to final evaluation and motion passed.

The Chair stated that the presentation will be limited to 15 minutes followed by a question and answer period. The time keeper will be Melissa Cuevas sitting at the far end of the table.

After the presentation and question and answer period, the Chair asked if any of the Committee members or staff had anything they would like to discuss. Hearing nothing, the Chair stated the Evaluation Committee could proceed with the following three (3) options:

- The Evaluation Committee may, by voice vote, rank the single proposer as ranked first. The voice vote will eliminate the need for written Scoring Sheets.
....Of.....
- The Evaluation Committee may proceed in scoring the single proposer using the Scoring Sheets.
....Of.....
- The Evaluation Committee may recommend rejection of the single proposer as not meeting the County's requirements.

Motion was made by voice vote to rank the single proposer as ranked first and motion passed.

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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 12:07 PM.

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