



CITY OF BELLE GLADE PURCHASING
DIVISION

RFQ#: 07-2023
RFQ NAME: ENGINEERING SERVICES TO DESIGN BASIN H1 STORMWATER
SUBJECT: SHORTLIST MEETING
DATE: JANUARY 17TH, 2024
TIME: 9:00AM

Attendees:

RFQ COMMITTEE

Pegy Boule	PB	Community Redevelopment Administrator
Wesley Ledesma	WL	Cultural Events Director
Keith Schriener	KR	City Engineer, Craig A. Smith & Associates
Annette Parchment	AP	Grants Manager
SUPPORT STAFF		
Ashley Davis	AD	Purchasing Coordinator
Neil Appel	NA	Purchasing Manager-Chair/Team Facilitator

Vendors

See attached sign in sheet.

NA	<p>1. <u>Introductions</u></p> <p>The meeting was called to order at 9:11AM and announcements were made by the Chair. The Chair, had RFQ Committee members introduce themselves and made some introductory comments about the solicitation and noted that the meeting has been publicly noticed. The Chair stated the responsibility of the RFQ and the purpose of the meeting. The Chair stated that a sign-in sheet is being circulated and to be sure that everyone signs in. In addition, the Chair informed the evaluation team that cell phone usage was prohibited.</p>
NA	<p>The Chair then reported on the Purchasing Department's findings about the responsiveness of the firms. Four firms were declared responsive while a fifth firm that submitted late was declared non-responsive and their submittal was rejected.</p>
NA	<p>The Chair stated that all inquiries should be directed to the Purchasing Manager.</p>
NA	<p>Each firms submittal was then reviewed by category.</p> <p>A recess was taken at 9:50 AM to allow time for tabulation of the scoring sheets by the Purchasing staff.</p>



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NA, Team The firms were ranked as follows:

FIRM	SCORE (maximum score was 400 pts)	RANK
Kimley-Horn & Associates	294.5	1
HSQ Group, LLC	294	2
HBC Engineering Company	288	3
Environmental Consulting & Technology, Inc.	278	4

A motion was made by KS to accept the top three firms. The Chair asked for a motion to accept the RFQ's shortlist scores and have Purchasing submit the Proposed Recommendation of Ranking including the top three firms to the Director of Finance.

The motion passed by a score of three to one. (One team member wanted to interview all four firms).

The Chair stated that the RFQ's recommendation will be posted for three days. Following this three-day period, if no objections to the proposed shortlist has been received in writing to the Director of Purchasing, staff will move forward to the interview phase.

NA, Team The Chair asked if there was any other business to be discussed, seeing none, he asked for a motion to adjourn the meeting. A motion was made, then seconded, and the meeting was adjourned.

NA The meeting adjourned at: 10:20AM.

NA Respectfully submitted,

Neil Appel, C.P.M.
Purchasing Manager

If we do not receive correspondence regarding the accuracy of these minutes within 24 hours, we will assume they have been accepted as correct.

RFQ WRITTEN EVALUATION-SHORTLIST MEETING SIGN-IN SHEET

PROJECT #: 07-2023 PROJECT NAME: ENGINEERING SERVICES TO DESIGN BASIN H1 DATE: 1/17/2024
STORMWATER IMPROVEMENTS:

	Company/Representative	Address	Phone & Fax #	email
1	ASQ Group / Zach Todd	1001 Yamato Rd, Boscobel, WI 53421	5613926221	Zachary@hsu.org
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RFQ WRITTEN EVALUATION-SHORTLIST MEETING SIGN-IN SHEET

PROJECT #: 07-2023

PROJECT NAME: ENGINEERING SERVICES TO DESIGN BASIN H1
STORMWATER IMPROVEMENTS:

DATE: 1/17/2024

	Company/Representative	Address	Phone & Fax #	email
1	Ashley Davis	City of Belle Glade	561-878-1086	adavis@belleglade-fl.com
2	Keith Schriener	CAS & CoBG	954-618-9978	KSchriener@Craig & Smith-Cor
3	Neil Gray	City of Belle Glade	561-992-1606	nggray@belleglade-fl.com
4	ANNETTE PARCHEMENT	CITY OF BELLE GLADE	561-914-6266	aparchement@belleglade-fl.com
5	Albert Dowdell	" "	561-983-0640	adowdell@belleglade-fl.com
6	Peggy Boudle	" "	561-996-0100	fboudle@belleglade-fl.com
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