

**INITIAL EVALUATION COMMITTEE MEETING
RFQ-4422-14-RD**

**CONTINUING CONTRACT FOR MECHANICAL, ELECTRICAL AND
PLUMBING ENGINEERING SERVICES (PW-14-009)**

JUNE 13, 2014 ENGINEERING CONFERENCE ROOM, ROOM 308

Attendees: Terrence Comiskey - Public Works/Engineering
William Vulpis - Public Works
Larry Breighner – Public Works (Excused)
Walter Wernecke - Public Works/Architectural
Frank Leon – Public Works/Engineering

Proposers: Project Caine, Inc.
Asphalt Paving Specialists.
DeRose Design Consultants, Inc.
Norman Bray
Wandover Consulting Engineers, LLC
SGM Engineering, Inc.

The initial evaluation meeting convened at 2:10 p.m. and adjourned at 2:37 p.m.

Procurement Services informed the evaluation committee that the RFQ submittal received from Asphalt Paving Specialist had been declared non-responsive as the document submitted was incomplete.

The Evaluation Committee consisting of four (4) City employees met to review, discuss and evaluate the five (5) responsive proposals received for a qualified engineering firm to provide a Continuing Contract for Mechanical, Electrical and Plumbing Engineering Services (PW-14-009) for Public Works/Engineering based upon the RFQ's purpose, scope, system requirements and initial evaluation criteria.

The RFQ document's Consultant Selection Process requires an initial evaluation committee to review and score/rank the responsive proposals based upon the Initial Selection Criteria by which a minimum of three (3) firms will be shortlisted for oral interviews.

After review, discussion and evaluation of the five (5) responsive RFQ submittals received, the Evaluation Committee unanimously recommended the following:

The evaluation committee scored and ranked the five (5) responsive RFQ submittals with the four (4) highest ranked proposers being shortlisted as follows. (Matrix attached).

1. DeRose Design Consultants
2. Norman F. Bray
3. SGM Engineering, Inc.
4. Project Caine, Inc.

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Agreed that the RFQ submittals received from DeRose Design Consultants, Norman F. Bray, SGM Engineering, Inc. and Project Caine, Inc. would best meet the City's operational needs.

Agreed that the RFQ submittal received from Wandover Consulting Engineers, Inc. lacked some required detailed and clear information to meet the City's operational needs.

Agreed that they would like to have oral presentations scheduled from the four (4) highest ranked proposers who were shortlisted to further evaluate their RFP submittals as specified in the RFQ document.

Procurement Services will notify the four (4) highest ranked responsive proposers and the evaluation committee members to schedule the date, time and location for the oral presentations.

The meeting was facilitated by Ralph Dierks from Procurement Services.