



# Punta Gorda FLORIDA

## INTEROFFICE MEMORANDUM

**To:** Gary Disher, Mark Gering, Kristin Simeone, and Howard Kunik  
**From:** Anne Heinen, Procurement Manager  
**Date:** March 26, 2020  
**Subject:** U2019104/ENG-WATERWAYPERM/0960 – AWARD RECOMMENDATION

**Project Description (Refer to the attached evaluation for detailed information):** The City's objective is to establish a Master Agreement with an experienced, qualified, and competent State of Florida licensed Engineering firm/individual to provide professional services related to permitting various projects for the City's waterway assets through regulatory agencies. Scope of work for specific authorization #1 will be for professional services described as Ponce Inlet Widening.

Total Vendors noticed: 403 Vendors accessed solicitation: 18 Total Responses: 4  
 Responses Disqualified/Rejected: 0 (Refer to evaluation)

**Final Ranking (Refer to attached minutes for evaluation details):**  
 1. Hans Wilson & Associates      2. Johnson Engineering

3. Wood Environment & Infrastructure Solutions Inc.

**Selected Vendor:** Hans Wilson & Associates  
**Award Amount:** Project Cost for Initial Phase: \$ 92,800.00  
 Contingency Budget \$ 9,300.00  
 Total \$102,100.00

**Funding:** Account #10309605493400 Project #PONWD  
 Funds available     Funds not available/transfer required     Funds not available/to be appropriated  
 Savings/Cost Avoidance: \$11,425.00 / Add'l Notes:

### Recommendation Approval:

<b>APPROVED</b> By Gary A. Disher, Jr. at 3:35 pm, May 27, 2020 Gary Disher	Date	 Mark Gering KICK REENEY	Date 5-28-2020
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### Authority to award services:

Procurement Manager     City Manager     City Council – Meeting Date: June 3, 2020

AWARD AUTHORIZATION			
<b>Recommendation Approval:</b>			
 Anne Heinen, Procurement Manager	Date 5/28/2020	<input checked="" type="checkbox"/> Concur	<input type="checkbox"/> Nonconcurrency
<b>Funds Verification:</b>			
Kristin Simeone <small>Digitally signed by Kristin Simeone DN: dc=GOV, dc=MS, ou=City Users, ou=Finance, cn=Kristin Simeone, email=KSimeone@cityofpuntafordell.com Date: 2020.05.28 16:56:48 -0400</small>	Date	<input checked="" type="checkbox"/> Concur	<input type="checkbox"/> Nonconcurrency
Kristin Simeone, Finance Director	Date		
<b>Award Approval:</b>			
 Howard Kunik, City Manager	Date 5/29/2020	<input checked="" type="checkbox"/> Concur	<input type="checkbox"/> Nonconcurrency



CITY OF PUNTA GORDA

PROCUREMENT DIVISION  
326 WEST MARION AVENUE  
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EVALUATION & SELECTION COMMITTEE  
MEETING MINUTES  
SOLICITATION #U2019104/ENG-WATERWAYPERM/0960  
April 21, 2020

MEMBERS PRESENT: Gary Disher (GD), Catherine Miller (CM), and Marc Gering (MG)

OTHERS PRESENT: Anne Heinen (AH)

Meeting began at 9:00 a.m.

Roll Call

AH advised:

- The meetings will be recorded.
- Schedule of Interviews – Order of interviews was selected out of the hat by City employee
  - 9:00 am – 9:30 am – Hans Wilson & Associates
  - 9:45 am – 10:15 am – Taylor Engineering, Inc.
  - 10:30 am – 11:00 am – Wood Environmental & Infrastructure Solutions Inc.
  - 11:30 am – Final ESC Meeting (Public Meeting)
- Each bidder will have a maximum of 30 minutes for their interview. Procurement will give a 2 minute warning to begin wrapping up the interview. No bidder will be allowed to exceed 30 minutes.
- Members must not discuss their opinions and evaluation of the bidders outside of the ESC meeting.
- Members will have discussion at today's ESC meeting at 11:30 am.
- Members will score each firm based on 0-5 for each interview evaluation criteria as was determined at the ESC meeting of April 14, 2020. Committee also determined the final score to be based on 50% of the written submittal raw scores, 50% interview raw score and full bonus points.
- Comments are mandatory. Any individual score under 3 shall be justified.
- Procurement will collect the final score sheets to enter scores and will return the sheets to the member for use during the meeting.
- Interviews are not open public meetings

Interviews:

Hans Wilson & Associates - Start 9:04 am - End 9:34 am

Taylor Engineering, Inc. - Start 9:46 am – End 10:16 am

Wood Environmental & Infrastructure Solutions Inc. - Start 10:32 am - End 11:02 am



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**ESC MEETING**

MEMBERS PRESENT: Gary Disher (GD), Catherine Miller (CM), and Marc Gering (MG)

OTHERS PRESENT: Anne Heinen (AH)

Meeting began at 11:32 a.m.

AH advised:

- The meeting was being recorded. AH called for public comment three (3) times.
- GD was nominated as committee chair at the April 14, 2020 meeting.
- AH asked the committee members if they have been contacted by a Bidder regarding this solicitation. All members responded they have not.
- All bidders were independently evaluated by committee members
- Based on member discussion – members may adjust their scoring. Member shall advise Procurement at the end of discussion if they adjusted any of their scores.
- Member may motion to accept the final short list as presented; or a member has the right to request reranking either by applying ordinal scores or group consensus

Committee discussed each Bidder's interview. AH requested any additional comments. AH asked if any member wants to change their independent scores based on discussion. All members declined to adjust their scoring.

AH read into the record the ordinal scores of the bidder for each member, the committee ordinal scores for each bidder and ranking of bidder.

	Gary Disher		Catherine Miller		Marc Gering	
	RAW	ORDINAL	RAW	ORDINAL	RAW	ORDINAL
<b>Hans Wilson &amp; Associates</b>	468.63	1	480.50	1	469.25	1
<b>Taylor Engineering</b>	460.50	2	408.00	2	434.25	3
<b>Wood Environmental</b>	387.50	3	400.00	3	434.38	2

ORDINAL SCORE	
<b>Hans Wilson &amp; Associates</b>	3
<b>Taylor Engineering</b>	7
<b>Wood Environmental</b>	8

SHORT LIST RANKING	SHORT LIST ORDER
1	1 Hans Wilson
2	2 Taylor Engineering
3	3 Wood Environmental

MG motioned to accept the short list as presented based on ordinal scores, GD seconded, all are in favor.

MG nominated GD to negotiate with Procurement, CM seconded, and GD accepted, all are in favor.

Member comments for including in negotiations: Budget, timeframe, and permits.

MG motioned to disband the committee with the right to reconvene if necessary at a later date and adjourn the meeting at 11:40a.m., CM seconded, all are in favor.