



December 13, 2019

To: **HSQ Group, Inc.
Propel Engineering, Inc.
Bolton Perez & Associates, Inc.
HBC Engineering Company**

Subj: **December 11, 2019, Selection Committee Results
Intersection Improvements Annual Services
On A Work Task Order Basis
Project No. N/A**

Dear Consultants:

This letter serves to advise you of the results of the December 11, 2019, Selection Committee for the above referenced project. The firms that have been selected are: **Propel Engineering, Inc. and HSQ Group, Inc.**

Consultants are hereby notified of the “Cone of Silence” requirements pursuant to Palm Beach County Lobbyist Registration Ordinance 2003-055.

In accordance with Palm Beach County PPM #CW-O-048, the results of the Selection Committee meeting shall be reported in writing to the Board of County Commissioners (Board). If any member of the Board has not requested to review the ranking of the Selection Committee Meeting within ten (10) business days of such report, it shall be deemed that the Board has affirmed the selection. The selected firm will be contacted to schedule a scope of services meeting and begin negotiations.

The enclosed Award Recommendation will be posted at the Engineering & Public Works Department / Roadway Production Reception area on the 3rd Floor at 2300 North Jog Road, West Palm Beach, Florida on December 30, 2019. If your office wishes to protest the award recommendation, you may do so by addressing your protest to Ms. Kathleen M. Scarlett, Director, Palm Beach County Purchasing Department, 50 South Military Trail, West Palm Beach, Florida 33415. Failure to submit a protest to the Director of Purchasing within five (5) business days after posting of the Award Recommendation, as prescribed in Section 2-55(b) of the Palm Beach County Code, shall constitute a waiver of proceedings under the referenced County Code.

Thank you for your time in presenting your approach for this project. We encourage you to submit on future projects. Should you have any questions or require additional information please contact me at 561-684-4122 or at hknight@pbcgov.org.

**Department of Engineering
and Public Works**

P.O. Box 21229
West Palm Beach, FL 33416-1229
(561) 684-4000
FAX: (561) 684-4050
www.pbcgov.com



**Palm Beach County
Board of County
Commissioners**

Dave Kerner, Mayor

Robert S. Weinroth, Vice Mayor

Hal R. Valeche

Gregg K. Weiss

Mary Lou Berger

Melissa McKinlay

Mack Bernard

County Administrator

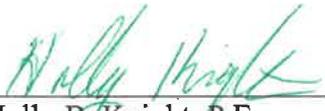
Verdenia C. Baker

*“An Equal Opportunity
Affirmative Action Employer”*

Page 1



Sincerely,



Holly B. Knight, P.E.
Contracts Section Manager

pc: Tanya N. McConnell, P.E., Deputy County Engineer

ec: David Ricks, P.E., County Engineer
Steve Carrier, P.E. Assistant County Engineer
Omelio A. Fernandez, P.E., Director, Roadway Production
Morton Rose, P.E., Assistant Director, Roadway Production
Holly Knight, P.E., Contracts Section Manager, Roadway Production
JaeAnn Dean, Technical Assistant II, Roadway Production
Selection Committee Members
CCNA File

MINUTES OF SELECTION COMMITTEE MEETING

Wednesday, December 11, 2019, Commencing: 9:05 A.M., Ending: 11:42

Engineering & Public Works Department 2300 N. Jog Road, 3rd Floor Conference Room #3W-12

MEMBERS PRESENT:

David Ricks, P.E.	- County Engineer
Patrick Rutter	- Assistant County Administrator
Hassan Hadjimiry, P.E.*	- Deputy Director, Water Utilities
Tanoy Williams **	- Contracts Analyst, Contract Development & Control
Morton Rose P.E.***	- Assistant Director, Roadway Production
Allen Gray****	- Sm. Business Dev. Mgr., Office of Equal Business Opportunity
David Young, P.E.	- Special Projects Manager, Roadway Production

* denote any delegated votes here:

*James Stiles, P.E.,	- Director, Water Utilities
** Irwin Jacobowitz	- Director, Contract Development & Control
***Omelio Fernandez, P.E.,	- Director, Roadway Production
****Tonya Johnson	- Director, Office of Equal Business Opportunity

DISCUSSION:

Quorum is present representing a minimum of four members at least two of which are engineers.

The Selection Committee was called to order by David Ricks, P.E., County Engineer. It was stated that the committee would be selecting a firm for Professional Engineering Consulting Services for:

Intersection Improvements Annual Services On A Work Task Order Basis Project No. N/A

The meeting was opened up for Public Comments, public was present but none had questions or comments.

Opening discussion identifying and outlining the project requirements was given by David Young, P.E., Special Projects Manager of Roadway Production. The outline stated what the work entailed, and what the committee should be looking for in the presentations by the firms.

The order of business was to select two consultants. Each was invited to make a presentation of their qualifications before the Selection Committee.

RESULTS:

The Selection Committee voting resulted in the following ranking order of the consulting firms:

1. **Propel Engineering, Inc.**
2. **HSQ Gorup, Inc.**
3. **Bolton Perez & Associates, Inc.**
4. **HBC Engineering Company**

At the end of the Presentations the Public was welcome to make comments or sit and observe the discussions.

SELECTION CONSULTANT SUMMARY

Two Firms to Provide: Professional Engineering Consulting Services for
Intersection Improvements Annual Services
on a Work Task Order Basis

Project No: N/A
EBO API's: 20% Minimum Mandatory SBE, SBE Evaluation Preference

Meeting Date: Wednesday, December 11, 2019
Meeting Time: 9:00 A.M.

TEAM				LOCATION		EBO			VOLUME OF PREVIOUS WORK (\$)			
Team Members	Services Provided	% Work on Project	Notes	% Work in PBC	Points (3 max)	SBE	PBC M/WBE	FL M/WBE	Points (17 max)	Fee Considered	Pro-Rated Fee*	Points (10 max)
<u>Bolton Perez & Associates, Inc.</u>	3.01, 3.02, 3.06	50%		50%	<u>3</u>	-	-	50.0	<u>10</u>	\$292,897	\$146,449	<u>7</u>
Civil Design, Inc.	3.01, 3.02	30%		30%		30.0	30.0	30.0		\$631,796	\$189,539	
Brown & Phillips, Inc.	5.01, 5.02	12%		12%		12.0	12.0	12.0		\$899,369	\$107,924	
GCME, Inc.	6.01, 6.06	8%		8%		8.0	8.0	8.0		\$112,817	\$9,025	
		100%		100%		50.0%	50.0%	100.0%			\$452,937	
						8		2				
<u>HBC Engineering Company</u>	3.01, 3.02	80%		70%	<u>3</u>	80.0	80.0	-	<u>17</u>	\$0	\$0	<u>10</u>
Manuel G. Vera & Associates, Inc.	5.01, 5.02	10%		10%		-	-	-		\$26,894	\$2,689	
RADISE International, LC	6.01, 6.06	10%		10%		10.0	10.0	10.0		\$432,933	\$43,293	
		100%		90%		90.0%	90.0%	10.0%			\$45,983	
** - Did not list a team member for 3.06, but HBC is certified so team is complete						15		2				
<u>HSQ Group, Inc.</u>	3.01, 3.02, 3.06, 5.01, 5.02	75%		75%	<u>3</u>	75.0	-	75.0	<u>15</u>	\$1,433,959	\$1,075,469	<u>4</u>
Tierra South Florida, Inc.	6.01, 6.06	5%		5%		-	-	2.0		\$1,176,547	\$58,827	
Stanley Consultants, Inc.	3.01, 3.02, 3.06	20%		20%		-	-	-		\$512,571	\$102,514	
		100%		100%		75.0%	0.0%	77.0%			\$1,236,811	
						13		2				
<u>Propel Engineering, Inc.</u>	3.02, 3.06	89%	1	89%	<u>3</u>	89.0	89.0	89.0	<u>17</u>	\$148,091	\$131,801	<u>7</u>
Stantec Consulting Services, Inc.	5.01, 5.02	6%		6%		-	-	-		\$3,836,925	\$230,216	
Tierra South Florida, Inc.	6.01, 6.06	5%		5%		-	-	5.0		\$1,176,547	\$58,827	
		100%		100%		89.0%	89.0%	94.0%			\$420,844	
** - Did not list a team member for 3.01, but Propel is certified so team is complete						15		2				

SELECTION CONSULTANT SUMMARY

Two Firms to Provide: Professional Engineering Consulting Services for
Intersection Improvements Annual Services
on a Work Task Order Basis

Project No: N/A
EBO API's: 20% Minimum Mandatory SBE, SBE Evaluation Preference

Meeting Date: Wednesday, December 11, 2019
Meeting Time: 9:00 A.M.

TEAM				LOCATION		EBO			VOLUME OF PREVIOUS WORK (\$)			
Team Members	Services Provided	% Work on Project	Notes	% Work in PBC	Points (3 max)	SBE	PBC M/WBE	FL M/WBE	Points (17 max)	Fee Considered	Pro-Rated Fee*	Points (10 max)
Prime Categories			Subcategories		Notes							
3.01 (General Hwy. Design w/o Curb & Gutter, Access & Drainage)			3.06 (Traffic Operation Signal Design)		* - Pro Rated Fee = Previous Work Amount multiplied by the % of work on the project							
3.02 (General Hwy. Design w/ Curb & Gutter, Access & Drainage)			5.01 (Land Surveying)		1 - Prime and Sub on different teams							
			5.02 (Engineering Surveying)		2 - Unrequested Service							
			6.01 (Gelogical & Geographic Studies)		3 - Incomplete Team							
			6.06 (Materials Testing)		4 - Did not meet mandatory EBO requirement							
					5 - Prime is doing less than 50% of the work							
					6 - Prime does not have at least one prime category							

SELECTION COMMITTEE TALLY SHEET

TWO (2) FIRMS TO PROVIDE: **All Engineering Services Required for:
Intersection Improvements Annual Services on a Work Task Order
Basis**

PROJECT NO: **N/A**

MEETING DATE: **Wednesday, December 11, 2019**

MEETING TIME: **9:00 A.M.**

Selection Committee		HSQ Group, Inc.	Propel Engineering	Bolton Perez & Associates, Inc.	HBC Engineering Company
County Engineer	David Ricks	2	1	4	3
County Administrator	Patrick Rutter	2	1	3	4
Director of Water Utilities	* Hassan Hadjimiry	3	1	3	2
Director of Contracts Development & Control	* Tanoy Williams	2	1	3	4
Director of Division to which project belongs	* Morton Rose	1	3	2	4
Director of OSBA	* Allen Grey	2	1	4	2
Project Manager for project	* David Young	1	3	2	4
Total		13	11	21	23
Rank		2	1	3	4

* - Denotes a delegate for a committee member

for JaeAnn Dean
Secretary's Printed Name


Secretary's Signature

SELECTION EVALUATION FORM

TWO (2) FIRMS TO PROVIDE:	All Engineering Services Required for:			
	Intersection Improvements Annual Services On A Work Task Order Basis			
PROJECT NO:	N/A			
SELECTION MEETING DATE:	Wednesday, December 11, 2019			
SELECTION MEETING TIME:	9:00 A.M.			

Criteria	Max Score	HSQ Group, Inc.	Propel Engineering	Bolton Perez & Associates, Inc.	HBC Engineering Company
Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the requirements of the project.	35	34	34	34	28
Approach to the project, understanding of the project and quality of written response, including meeting schedule requirements.	35	34	34	34	27
Subtotal	70				
Location of the firm's offices where work will be accomplished.	3	3	3	3	3
State Certified MBE (2 points for state certified MBE primes and/or subconsultants)	2	2	2	2	2
EBO Program Evaluation preference as applied by the GSC. APIs for this contract are: 20% Minimum Mandatory SBE & SBE Evaluation Preference.	15	13	15	8	15
Volume of previous work awarded by the County over the past 4 years. (The firm with the most work receives the lowest score.)	10	4	7	7	10
Subtotal	30	22	27	20	30
Total	100	90	95	88	85
Rank		2	1	3	4

Member's Name:	Patrick Rutter
Member's Signature:	

SELECTION EVALUATION FORM

TWO (2) FIRMS TO PROVIDE:

All Engineering Services Required for:

Intersection Improvements Annual Services On A Work Task Order Basis

PROJECT NO:

N/A

SELECTION MEETING DATE:

Wednesday, December 11, 2019

SELECTION MEETING TIME:

9:00 A.M.

Criteria	Max Score	HSQ Group, Inc.	Propel Engineering	Bolton Perez & Associates, Inc.	HBC Engineering Company
Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the requirements of the project.	35	35	35	32	31
Approach to the project, understanding of the project and quality of written response, including meeting schedule requirements.	35	35	34	33	30
Subtotal	70	70	69	65	61
Location of the firm's offices where work will be accomplished.	3	3	3	3	3
State Certified MBE (2 points for state certified MBE primes and/or subconsultants)	2	2	2	2	2
EBO Program Evaluation preference as applied by the GSC. APIs for this contract are: 20% Minimum Mandatory SBE & SBE Evaluation Preference.	15	13	15	8	15
Volume of previous work awarded by the County over the past 4 years. (The firm with the most work receives the lowest score.)	10	4	7	7	10
Subtotal	30	22	27	20	30
Total	100	92	96	85	91
Rank		2	1	3	4

Member's Name:

DAVID RICKO

Member's Signature:



SELECTION EVALUATION FORM

TWO (2) FIRMS TO PROVIDE:

All Engineering Services Required for:

Intersection Improvements Annual Services On A Work Task Order Basis

PROJECT NO:

N/A

SELECTION MEETING DATE:

Wednesday, December 11, 2019

SELECTION MEETING TIME:

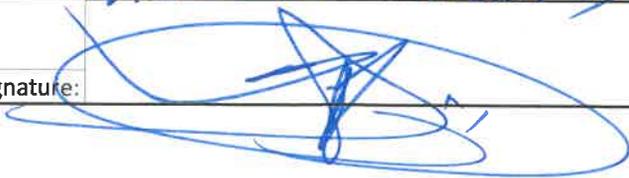
9:00 A.M.

Criteria	Max Score	HSQ Group, Inc.	Propel Engineering	Bolton Perez & Associates, Inc.	HBC Engineering Company
Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the requirements of the project.	35	34	35	35	32
Approach to the project, understanding of the project and quality of written response, including meeting schedule requirements.	35	34	34	35	32
Subtotal	70				
Location of the firm's offices where work will be accomplished.	3	3	3	3	3
State Certified MBE (2 points for state certified MBE primes and/or subconsultants)	2	2	2	2	2
EBO Program Evaluation preference as applied by the GSC. APIs for this contract are: 20% Minimum Mandatory SBE & SBE Evaluation Preference.	15	13	15	8	15
Volume of previous work awarded by the County over the past 4 years. (The firm with the most work receives the lowest score.)	10	4	7	7	10
Subtotal	30	22	27	20	30
Total	100	90	96	90	94
Rank		3	1	3	2

Member's Name:

HASSAN HADJIMIEH

Member's Signature:



36/27

SELECTION EVALUATION FORM

TWO (2) FIRMS TO PROVIDE:

All Engineering Services Required for:

Intersection Improvements Annual Services On A Work Task Order Basis

PROJECT NO:

N/A

SELECTION MEETING DATE:

Wednesday, December 11, 2019

SELECTION MEETING TIME:

9:00 A.M.

Criteria	Max Score	HSQ Group, Inc.	Propel Engineering	Bolton Perez & Associates, Inc.	HBC Engineering Company
Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the requirements of the project.	35	34	32	34	28
Approach to the project, understanding of the project and quality of written response, including meeting schedule requirements.	35	34	32	34	28
Subtotal	70	68	64	68	56
Location of the firm's offices where work will be accomplished.	3	3	3	3	3
State Certified MBE (2 points for state certified MBE primes and/or subconsultants)	2	2	2	2	2
EBO Program Evaluation preference as applied by the GSC. APIs for this contract are: 20% Minimum Mandatory SBE & SBE Evaluation Preference.	15	13	15	8	15
Volume of previous work awarded by the County over the past 4 years. (The firm with the most work receives the lowest score.)	10	4	7	7	10
Subtotal	30	22	27	20	30
Total	100	90	91	88	86
Rank		2	1	3	4

Member's Name:

Tandy Williams

Member's Signature:



SELECTION EVALUATION FORM

TWO (2) FIRMS TO PROVIDE:

All Engineering Services Required for:

Intersection Improvements Annual Services On A Work Task Order Basis

PROJECT NO:

N/A

SELECTION MEETING DATE:

Wednesday, December 11, 2019

SELECTION MEETING TIME:

9:00 A.M.

Criteria	Max Score	HSQ Group, Inc.	Propel Engineering	Bolton Perez & Associates, Inc.	HBC Engineering Company
Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the requirements of the project.	35	35	35	35	32
Approach to the project, understanding of the project and quality of written response, including meeting schedule requirements.	35	35	34	35	30
Subtotal	70				
Location of the firm's offices where work will be accomplished.	3	3	3	3	3
State Certified MBE (2 points for state certified MBE primes and/or subconsultants)	2	2	2	2	2
EBO Program Evaluation preference as applied by the GSC. APIs for this contract are: 20% Minimum Mandatory SBE & SBE Evaluation Preference.	15	13	15	8	15
Volume of previous work awarded by the County over the past 4 years. (The firm with the most work receives the lowest score.)	10	4	7	7	10
Subtotal	30	22	27	20	30
Total	100	92	90	90	92
Rank		2	1	4	2

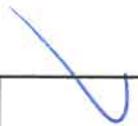
Member's Name:

Allen Gray

Member's Signature:

Allen Gray

SELECTION EVALUATION FORM



TWO (2) FIRMS TO PROVIDE:

All Engineering Services Required for:

Intersection Improvements Annual Services On A Work Task Order Basis

PROJECT NO:

N/A

SELECTION MEETING DATE:

Wednesday, December 11, 2019

SELECTION MEETING TIME:

9:00 A.M.

Criteria	Max Score	HSQ Group, Inc.	Propel Engineering	Bolton Perez & Associates, Inc.	HBC Engineering Company
Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the requirements of the project.	35	35	30	34	25
Approach to the project, understanding of the project and quality of written response, including meeting schedule requirements.	35	34	30	34	22
Subtotal	70	69	60	68	47
Location of the firm's offices where work will be accomplished.	3	3	3	3	3
State Certified MBE (2 points for state certified MBE primes and/or subconsultants)	2	2	2	2	2
EBO Program Evaluation preference as applied by the GSC. APIs for this contract are: 20% Minimum Mandatory SBE & SBE Evaluation Preference.	15	13	15	8	15
Volume of previous work awarded by the County over the past 4 years. (The firm with the most work receives the lowest score.)	10	4	7	7	10
Subtotal	30	22	27	20	30
Total	100	90	87	88	77
Rank		1	3	2	4

Member's Name:

MORTON ROSE

Member's Signature:

SELECTION EVALUATION FORM

TWO (2) FIRMS TO PROVIDE:

All Engineering Services Required for:

Intersection Improvements Annual Services On A Work Task Order Basis

PROJECT NO:

N/A

SELECTION MEETING DATE:

Wednesday, December 11, 2019

SELECTION MEETING TIME:

9:00 A.M.

Criteria	Max Score	HSQ Group, Inc.	Propel Engineering	Bolton Perez & Associates, Inc.	HBC Engineering Company
Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the requirements of the project.	35	35	30	35	30
Approach to the project, understanding of the project and quality of written response, including meeting schedule requirements.	35	35	30	35	25
Subtotal	70				
Location of the firm's offices where work will be accomplished.	3	3	3	3	3
State Certified MBE (2 points for state certified MBE primes and/or subconsultants)	2	2	2	2	2
EBO Program Evaluation preference as applied by the GSC. APIs for this contract are: 20% Minimum Mandatory SBE & SBE Evaluation Preference.	15	13	15	8	15
Volume of previous work awarded by the County over the past 4 years. (The firm with the most work receives the lowest score.)	10	4	7	7	10
Subtotal	30	22	27	20	30
Total	100	92	87	90	85
Rank		1	3	2	4

Member's Name:

David Young

Member's Signature:

DL Young

SELECTION COMMITTEE MEETING

Palm Beach County Engineering Department

Two (2) Firms - to provide all engineering services required for the preparation of plans and specifications complete for formal advertising and receipt of bids for:

**Intersection Improvements Annual Services
On A Work Task Order Basis
Project No. N/A**

Wednesday, December 11, 2019

Name	Organization	Phone	Email
Allen Gray	ORBO	619-6840	Agray@Pbcgov.com
JAGANN DEAN	ROADWAY	684-4154	jadean@pbcgov.com
Holly Knight	II	684-4150	h.knight@pbcgov.org
Tawoy Williams	OFMB / CDC	561-355-3352	twilliam@pbcgov.org
Dave Young	Eng	561-684-4149	DLYOUNG@PBCGOV.ORG
MORTON ROSE	PBC ENG.	561-684-4150	mrose@PBCGOV.ORG.
Patrick Rutter	Admin.	355 2034	prutter@pbcgov.org
HASSAN HADJIMINI	PBC WUB	493-6021	khadjimini@Pbcwater.com
DAVID RICKS	ENG	355-2006	DRICKS@PBCGOV.ORG