



**Department of Engineering
and Public Works**

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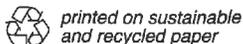
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Verdenia C. Baker

*"An Equal Opportunity
Affirmative Action Employer"*



July 31, 2019

To: RFP Respondents

RE: Four (4) firms to provide all required professional engineering services for:

**Structural Engineering Annual Services
On a work task order basis**

Dear Consultant:

This letter serves to advise you of the results of the July 30, 2019 Short List Committee meeting for the above project. **Alan Gerwig & Associates, Inc., American Consulting Engineers of Florida, LLC, CONSOR Engineers, LLC, R.J. Behar & Company, Inc., Scalar Consulting Group, Inc. and Wantman Group, Inc.** were short listed.

Consultants are hereby notified of the "Cone of Silence" requirements pursuant to Palm Beach County Lobbyist Registration Ordinance 2003-055 (Palm Beach County Code 2-351 through 2-358). In addition, it is recommended that all design professionals seeking to provide services to Palm Beach County review Policies and Procedures Manual (PPM) CW-F-067 "Evaluating, Recovering and Recording Errors/Omissions by a Design Professional", which can be found at www.co.palm-beach.fl.us/publicaffairs/ppm/pdf/cw-f-067.pdf

The "Consultant Summary" table and the Short List Committee minutes will be posted shortly at:

<http://discover.pbcgov.org/engineering/roadwayproductions/Pages/Roadway-Publications.aspx>.

Thank you for your submittal and we encourage you to respond to future RFP's.

The Short Listed firms will be notified under separate cover of their presentation time. Should you have any questions or require additional information, please contact me at 561-684-4150 or email me at HKnight@pbcgov.org

Sincerely,

Holly Knight, P.E.
Contracts Section Manager

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

ec: Patrick Rutter, Assistant County Administrator
David L. 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
David Young, P.E., Special Projects Manager, Roadway Production
Anthony Montero, Office of the Inspector General
Yelizaveta B. Herman, Assistant County Attorney
Melissa Ackert, P.E., Assistant Director, Traffic Division
Fernando DelDago, CID Director, Facilities Development and Operations
Angela Smith, Small Business Development Specialist II, OEBO
Committee Members

MINUTES OF SHORT LIST COMMITTEE MEETING
July 30, 2019, Commencing: 10:03 A.M., Ending: 10:14 A.M.
Vista Center 2300 North Jog Road, West Palm Beach Room 3W-12

MEMBERS PRESENT:

| | |
|------------------------|---|
| Steve Carrier, P.E. | - Assistant County Engineer |
| Omelio Fernandez, P.E. | - Director, Roadway Production |
| Melissa Ackert, P.E.* | - Assistant Director, Traffic |
| Fernando DelDago** | - CID Director, Facilities Development and Operations |
| Holly Knight, P.E. | - Contracts Manager, Roadway Production |
| Morton Rose, P.E. | - Assistant Director, Roadway Production |
| Angela Smith*** | - Small Business Development Specialist II, Office of Equal Business Opportunity |

Delegated votes:

| | |
|------------------------|--|
| *Motasem Al-Turk, P.E. | - Director, Traffic |
| ** Joanne Keller, P.E. | - Director, Land Development |
| *** Tonya Johnson | - Director Office of Small Business Assistance Office of Equal Business Opportunity |

DISCUSSION:

Quorum of at least five members is present.

The Short List Committee was called to order by Steve Carrier, P.E., Assistant County Engineer. It was stated that the committee would be discussing the firms for Professional Engineering Consulting Services for:

**Structural Engineering Annual Services
On a work task order basis**

The meeting was opened for Public Comment. Members of the public were present but none had questions or comments. The outline of the project was discussed by Steve Carrier, P.E., Assistant County Engineer. Eight (8) firms submitted letters of interest. The shortlist committee intends to shortlist a minimum of six (6) firms.

The project was presented to the April 3, 2019 Office of Equal Business Opportunity's (OEBO) Goal Setting Committee (GSC). The GSC set the Affirmative Procurement Initiative (API) at a minimum mandatory goal of 20% Small Business Enterprise (SBE) subcontracting (EBO Ord. 2-80.27 (3) (e)). There is no rounding. Per the July 29, 2019 Revised Compliance Review letter from OEBO, Stantec Consulting Services, Inc. was deemed non-responsive to the API and the solicitation because they achieved only 19.5% SBE. The shortlist committee concurred with the OEBO review.

**Minutes of July 30, 2019 Shortlist Committee Meeting
For Structural Engineering Annual Services**

Bliss & Nyitray, Inc. submitted a proposal with an incomplete team. They did not have team members able to provide all the required CCNA categories of work listed in the advertisement as necessary for this project. The Short List Committee discussed Bliss & Nyitray, and voted that they be considered non-responsive to the advertisement.

The Committee agreed to send the remaining six (6) firms directly to selection.

RESULTS (in alphabetical order):

| Submitting Firms | Shortlisted Firms |
|--|--|
| Alan Gerwig & Associates, Inc. American Consulting Engineers of Florida, LLC Bliss & Nyitray, Inc. CONSOR Engineers, LLC R.J. Behar & Company, Inc. Scalar Consulting Group, Inc. Stantec Consulting Services, Inc. Wantman Group, Inc. | Alan Gerwig & Associates, Inc. American Consulting Engineers of Florida, LLC CONSOR Engineers, LLC R.J. Behar & Company, Inc. Scalar Consulting Group, Inc. Wantman Group, Inc. |