



CITY OF PUNTA GORDA, FLORIDA

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PROCUREMENT DIVISION
326 West Marion Avenue
Punta Gorda, Florida, 33950

December 22, 2017

RE: #R2017103/SVC-HABITATSTUDY/CHNEP

NOTICE OF INTENT

This notice is to inform all respondents for the above referenced solicitation of the Evaluation and Selection Committee's final ranking.

1. Environmental Science Associates
2. Mote Marine
3. The City will enter into negotiations with the top ranked bidder, Environmental Science Associates.

This notice is NOT a recommendation for award or a notice of intent to award.

The City would like to thank you for your time and effort to prepare and submit your submittal. Should you have any questions, please do not hesitate to contact me.

Sincerely
CITY OF PUNTA GORDA
-S-

Marian H. Pace, CPPO, CPPB
Procurement Manager

NOTICE

CONTACT PROHIBITION IS STILL IN EFFECT

All prospective Bidders are prohibited from indirectly or directly communicating with any member of the City of Punta Gorda, City Council, City Manager, or City of Punta Gorda staff member other than the Authorized City Contact Person identified in this Solicitation, or their designated Procurement staff member, regarding this solicitation package, or their submittal package, City's Intent to Award, or City's Intent to Reject (if applicable) at any time prior to the FORMAL AWARD for this project. FORMAL AWARD is defined as the issuance of a NOTICE OF AWARD document or the issuance of a PURCHASE ORDER to the awarded bidder. Any such contact prior to the formal award shall be cause for rejection of your submittal.



EVALUATION & SELECTION COMMITTEE
MEETING MINUTES
SOLICITATION #R2017103/SVC-HABITATSTUDY/CHNEP
DECEMBER 22, 2017

MEMBERS PRESENT: Liz Donley (LD), Jennifer Hecker(JH), and Joan LeBeau (JL)

OTHERS PRESENT: Anne Heinen (AH)

Meeting began at **10:06** a.m.

Roll Call

AH advised the meeting was being recorded, no public input will be allowed and all member agreements were received.

AH asked the committee members if they have been contacted by an Offeror regarding this solicitation. All members responded they have not.

JL nominated JH to chair the committee, LD seconded, JH accepted, all are in favor.

AH reviewed Procurement’s pre-qualification efforts and reported all Offerors were responsive, met minimum qualification requirements and were qualified for evaluation. AH reviewed the evaluation process.

Committee discussed each Offeror’s submittal package. AH requested any additional comments. AH asked if any member wants to change their independent scores based on discussion and they did not.

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

	L Donley		J Hecker		J Lebeau	
	RAW	ORDINAL	RAW	ORDINAL	RAW	ORDINAL
ESA	420.0	1	390.0	1	460.0	1
Mote Marine	270.0	2	315.0	2	337.5	2

ORDINAL SCORE	
ESA	3
Mote Marine	6

SHORT LIST RANKING	SHORT LIST ORDER
1	1
2	2

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

AH explained the next step in the process was to decide if the committee would like to conduct interviews or presentations with the short listed Offerors. The committee decide to decline the interviews or presentations.

JL motioned to authorize Procurement to begin negotiations ESA, the top ranked offeror and the contract award process for submission of the award, LD seconded, all are in favor.

JH nominated LD to negotiate with Procurement, JL seconded, LD accepted, all are in favor.

Member comments to be included in negotiations: JH explained in ESA’s response, some tasks identified CHNEP as having a role to complete deliverables, example – e-learning component. LD and JH identified task numbers 2, 4, 6, 10 & 11 which need to clearly identify and outline CHNEP’s role in those tasks.

JL motioned to disband the committee with the right to reconvene if necessary at a later date, LD seconded, all are in favor.

JL motioned to adjourn the meeting at 10:28 a.m.; LD seconded; all are in favor.