



February 27, 2018

RE: Solicitation #U2017101/ENG-CONCTEST/EOC/1718

**NOTICE OF INTENT**

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

1. Universal Engineering

The City will enter into negotiations with the top ranked firm.

**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. Please do not hesitate to contact me should you have any questions.

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 #U2017101/ENG-CONTEST  
February 26, 2018

MEMBERS PRESENT: Gary Disher (GD), Mark Gering via phone (MG), Cathy Miller (CM)

OTHERS PRESENT: Marian Pace (MP)

Meeting began at 10:07 a.m.

Roll Call

MP advised the meeting was being recorded. MP called for public comment three (3) times.

GD nominated CM to chair the committee, MG seconded, CM accepted, all are in favor.

MP advised this solicitation was extended two (2) times after the original due date and time in an effort to obtain more than 1 submittal package. Only 1 received from Universal Engineering. This the evaluation form was provided as a guideline for member to determine if they were qualified and the formalize the process with a motion to qualify Universal Engineering.

MG motioned to qualify Universal Engineering as the firm for these services, GD seconded, all are in favor.

CM motioned for CM to negotiate the Agreement with Procurement, GD seconded, all are in favor.

MP advised the committee will have discussion with Universal immediately following this meeting as is required by CCNA.

GD motioned to disband the committee with the right to reconvene if necessary at a later date and adjourn the meeting at 10:12 a.m., CM seconded, all are in favor.