




To: Brynt Johnson, Engineering & Building Services Director
From: Kerri Anne Fisher, Purchasing Manager 
cc: Andrew Thompson, CFO/Financial Services Director
Date: March 3, 2022
Re: RFQ 011822, Professional Engineering Services, Mast Arm Traffic Signals Ranking (Broward County Surtax Project #OAKL-023)

On December 16, 2021, the City released Request for Qualifications (RFQ) #011822, Professional Engineering Services, Mast Arm Traffic Signals (Broward County Surtax Project #OAKL-023). Submittals were due at 2:30 PM, January 18, 2022, and were opened shortly thereafter. Six (6) firms responded to the RFQ, including:

- BCC Engineering
- Caltran Group Engineering
- Carnahan, Proctor & Cross
- McMahon Associates
- R.J. Behar & Company
- The Corradino Group

On February 8, 2022, the Evaluation Committee, Albert Carbon, Public Works Director; Brynt Johnson, Engineering & Building Services Director; Charlene Montgomery, Project Manager, and Andre Eugent, Project Manager, met to discuss, score, and rank the proposals. In accordance with Section 2.8 of the RFQ, the submittals were scored using the following evaluation criteria:

Evaluation Criteria	Max Points
Qualification of Firm	20
Qualification of Project Team	30
Approach to Handling the Potential Projects	30
Previous Similar Projects	15
* <i>Minority Business Enterprise (MBE)</i>	5
Total:	100

* A *Minority Business Enterprise (MBE)* is a small minority – women- and Florida veteran – business enterprise certified by the Florida Office of Supplier Diversity (FOSD). The evaluation points will be awarded

to prime consultants who provide evidence of a current FOSD certification at the time of response submittal. MBE Certification can be verified at <https://osd.dms.myflorida.com/directoriesverified>.

During this meeting, the Evaluation Committee briefly discussed the proposals and the evaluation criteria and then submitted their scores to Purchasing. The apparent top-ranked firm was Carnahan, Proctor & Cross with a total of 80.5 points, followed by RJ Behar & Company with 80.0 points. However, after adjourning the meeting and returning to my office to confirm and publish the Committee's scores, I discovered one Committee member inadvertently awarded Carnahan, Proctor & Cross five (5) Minority Business Enterprise (MBE) points that were intended for R.J. Behar & Company. Only two firms were eligible to receive MBE points, Caltran Group Engineering and R.J. Behar & Company.

Noting this error, I called for a second meeting of the Evaluation Committee on February 18, 2022, to revisit and finalize the ranking. All Committee members were advised that points were mistakenly awarded to Carnahan, Proctor & Cross for an MBE certification they do not qualify for, and the member who assigned the points to Carnahan, Proctor & Cross confirmed it was indeed a scrivener's error. He revised his score accordingly and the correction resulted in a recalculation and change in the ranking order. R.J. Behar & Company moved to the top-ranked firm with a total of 81.25 points, and Carnahan, Proctor & Cross' score was adjusted downward to 79.25 points.

The Evaluation Committee confirmed the corrected ranking and, by consensus, concluded that R.J. Behar & Company was the top-ranked firm.