

MINUTES
TOWN OF JUNO BEACH, FLORIDA
Request for Qualifications – Natural Resource, Wetland and
Environmental Services Management Professional
EVALUATION COMMITTEE MEETING

July 15, 2020 at 10:00 AM
Council Chambers
340 Ocean Drive

PRESENT: MATTHEW PAZANSKI, FINANCE DIRECTOR
 ANDREA DOBBINS, PROJECT COORDINATOR/RISK MANAGER
 ANTHONY MERIANO, DIRECTOR OF PUBLIC WORKS
 CAITLIN E. COPELAND, TOWN CLERK

CALL TO ORDER: *(Recording Device had Technical Difficulties from 10:01am – 10:07am.)*
(Time: :15 – 4:54)

Finance Director Pazanski called the meeting to order at 10:01 am. He stated that the purpose of this Committee meeting, is to review, rank and vet out the companies which submitted qualifications to the Town’s RFQ, Request for Qualifications for Natural Resource, Wetland and Environmental Services Management Professional and per the direction of Council provide a recommendation at the July 22nd Town Council Meeting.

Finance Director Pazanski stated that there are 3 members in the audience, Councilmember Wheeler via phone, Councilmember Katz and Resident Diana Davis.

Finance Director Pazanski stated that this is a public meeting, however, participation and discussion at the meeting shall be limited to the evaluation committee members only. The public may attend but no participation in the meeting will be permitted. He announced that the RFQ was published in the newspaper and went over the following dates: June 8, 2020, the Request for Qualifications became available on the Town’s website, Vendor registry and Demand Star; June 12, 2020 Questions were due from the qualified firms; June 18, 2020 the Request for Qualifications was acknowledged publicly; and June 24, 2020 the Town Council gave the RFQs to staff for their review and recommendation.

Finance Director Pazanski explained how the firms are being rank based on what was established in the RFQ.

Project Coordinator/Risk Manager Dobbins announced that the committee members are basing their evaluations off of the evaluation criteria which was in the advertised RFQ for a total of 100 points broken into two different categories and explained. She stated that in addition to that they had a list of 10 qualification statements that helped guide the committee in assessing each one of the proposals.

REVIEW OF PROPOSALS: *(Time: 4:55 – 32:40)*

The Committee reviewed and discussed the following three (3) proposals:

AQUATIC RESEARCH MONITORING EQUIPMENT AND DEPLOYMENT, LLC.

Project Coordinator/Risk Manager Dobbins stated that she gave this company a total of 80 out of 100.

Director of Public Works Meriano stated that he gave this company a total of 55 out of 100.

Finance Director Pazanski stated that he gave this company a total of 80 out of 100.

(See attached evaluation sheets)

HOBE SOUND ENVIRONMENTAL CONSULTANTS, INC.

Project Coordinator/Risk Manager Dobbins stated that she gave this company a total of 90 out of 100.

Director of Public Works Meriano stated that he gave this company a total of 50 out of 100.

Finance Director Pazanski stated that he gave this company a total of 75 out of 100.

(See attached evaluation sheets)

THE NDN COMPANIES

Project Coordinator/Risk Manager Dobbins stated that she gave this company a total of 70 out of 100.

Director of Public Works Meriano stated that he gave this company a total of 50 out of 100.

Finance Director Pazanski stated that he gave this company a total of 70 out of 100.

(See attached evaluation sheets)

COMMITTEE DISCUSSION AND FINAL RANKING FOR RECOMMENDATION TO TOWN COUNCIL *(Time: 32:41 – 36:45)*

The Committee discussed and performed a final ranking on their evaluation sheets *(see attached)*.

Finance Director Pazanski stated that this evaluation summary tabulation will go to the Town Council on July 22nd Town Council Meeting and the three firms have been asked to make presentations to the Council.

ADJOURNMENT

Meeting was adjourned at 10:43 am.