

**EVALUATION AND RANKING COMMITTEE MEETING**

**NOVEMBER 14, 2017**

**RFP #17-10-371**

**ECONOMIC DEVELOPMENT STRATEGY PROJECT**

**MINUTES**

The Evaluation and Ranking Committee for the Economic Development Strategy Project met at City Hall Municipal Complex on November 14, 2017 for the purpose of tabulating their rankings based on their review of the proposals. The meeting began at 10:05 a.m.

**Evaluation Committee Present:**

Tammy Reed Holguin, Community Development Director  
Katherine Randall, Assistant Community Development Director  
Susan Nabors, Finance Director

**Staff present:**

Jean Joinville, Purchasing and Contracts Manager  
Patricia Vancheri, City Clerk

**Vendors present:**

MD Marketing Network – Melissa Dunn and Tenesha Taylor  
Economic Solutions Group – Stephen Beatus  
Lambert Advisory – Susana Siman  
Redevelopment Management Associates (RMA) – Jenae Valentine

**Discussion:**

Jean Joinville opened the meeting and asked the Evaluators to turn in their Statement of Independence and Non-Conflict of Interest forms. Susan Nabors noted that Willdan Financial Services did not submit all the required forms which would deem them as non-responsive; missing were the Proposal Cover Sheet and the Addendum Acknowledgment form. However, Willdan was included in the evaluations by all. Ms. Reed-Holguin commented that she assumed that the packets were checked for compliance before they get evaluated. Ms. Nabors reiterated that Page 10 of the RFP documents reflect that each bid and its accompanying documents and statements must be made in the blanks provided and the forms must be submitted in good order and with all the blanks filled in and any incomplete forms will be rejected as non-responsive and if a form is missing it is also considered non-responsive. Mr. Joinville instructed the Evaluators to exchange their evaluation ranking sheets for the calculations to be checked for accuracy. After each evaluator checked the math, Mr. Joinville read the final tabulation calculations into the record as follows, from first to last:

<b>Company</b>	<b>Ranking</b>
<b>1. Redevelopment Management Associates 2302 E. Atlantic Blvd. Pompano Beach, FL 33062</b>	<b>90.6%</b>

<b>2. Strategic Planning Group, Inc. 830-13 N AIA, Suite 402 Ponte Vedra Beach, FL 32082</b>	<b>89.3%</b>
<b>3. FIU Metropolitan Center 1930 SW 145 Ave, 3<sup>rd</sup> Floor Miramar, FL 33027</b>	<b>84.6%</b>
<b>4. Lambert Advisory 1201 Brickell Ave., Suite 400 Miami, FL 33131</b>	<b>81.6%</b>
<b>5. Willdan Financial Services 200 South Orange Ave., Suite 1550 Orlando, FL 32801</b>	<b>79.3%</b>
<b>6. DCG Corplan Consulting, LLC 623 Eagle Rock Ave., Suite 102 West Orange, NJ 07052</b>	<b>78.6%</b>
<b>7. MD Marketing Network, Inc. 4360 W. Oakland Park Blvd Lauderdale Lakes, FL 33313</b>	<b>63.6%</b>
<b>8. Economic Solutions Group 190 A Westward Drive Miami Springs, FL 33166</b>	<b>63.0%</b>

A copy of the ranking sheet is attached to these Minutes. Mr. Joinville asked the Evaluators if there would be a need for presentations. Ms. Reed-Holguin asked how close the scores were. Mr. Joinville read the scores. Based on the closeness of the tabulations, the Evaluators agreed to invite the top three proposers come in for oral presentations and the Evaluation Committee will do a final ranking after the presentations. The Committee determined that the proposers should be allowed a 30 minute time frame to present; 20 minutes for presentation, with 10 minutes allowed for Questions and Answers. The Evaluation Committee chose Wednesday, November 29<sup>th</sup> as the date for presentations to allow for time to present the final recommendation to the City Commission at their meeting on December 12, 2017.

No further discussion, the meeting adjourned at 10:30 am.

Respectfully submitted,  
Patricia Vancheri, City Clerk

City of North Lauderdale  
 Request for Proposals  
 RFP # 17-10-371  
 Economic Development Strategy  
 November 14, 2017

Firms	Evaluator # 1	Evaluator # 2	Evaluator # 3	Total	
DCG Corplan Consulting LLC	75	68	93	236/3	78.6 ✓
Economic Solution Group	55	48	86	189/3	63 ✓
FIU Metropolitan Center	63	99	92	254/3	84.6 ✓
Lambert Advisory	79	76	90	245/3	81.6 ✓
MD Marketing Network, INC	64	52	75	191/3	63.6 ✓
Redevelopment Management Associates	88	91	93	272/3	90.6 ✓
Strategic Planning Group	79	90	99	268/3	89.3 ✓
Willdan Financial Services	80	86	72	238/3	79.3 ✓

Firms	Rank
DCG Corplan Consulting LLC	6
Economic Solution Group	8
FIU Metropolitan Center	3
Lambert Advisory	4
MD Marketing Network, INC	7
Redevelopment Management Associates	1
Strategic Planning Group	2
Willdan Financial Services	5