



# OFFICE OF INSPECTOR GENERAL

## PALM BEACH COUNTY

### CONTRACT OVERSIGHT OBSERVATION (2011-O-0001)

Sheryl G. Steckler  
Inspector General

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*"Enhancing Public Trust in Government"*

**Date:** July 1, 2011

**To:** Audrey Wolf, Director Facilities Development and Operations (FD&O)

**From:** Sheryl G. Steckler, Inspector General

**Subject:** Shortlist Meeting - Environmental Assessment Services on a Continuing Contract Basis

According to the RFP for Environmental Assessment Services, Section III-A, "A short list committee will review and evaluate qualifications submitted based upon the ability, knowledge and design criteria and past performance of the firm and the project team to satisfy technical requirements of the project, and the firms approach to the project, understanding of the project and quality of the proposal. Five firms will be short listed who will make presentations to and be interviewed by the final selection committee. Three firms will be awarded contracts for two years with two – 1 year renewal options."

OIG staff attended the above meeting where they observed the following:

Only two of the six committee members actively participated in the selection meeting where responsive qualified firms were selected. During the selection committee meeting, the Chair and the Environmental Analyst expressed their thoughts, views, and opinions regarding the seventeen firms and their qualifications. (Attachment 1) The other four committee members did not express any opinions, concerns or questions about the firms being evaluated. The Chair and Environmental Analyst each received copies of the proposals approximately four weeks prior to the meeting. The other four committee members, upon notification as a selection committee member, had to contact the Chair if they wanted to review the proposals in advance of the shortlist meeting. According to the Chair, none of them did. All six committee members completed the scoring sheet and each committee member's score was equally weighted.

A response to this Contract Oversight Observation is not required; however, we request that you review this matter. If you have any questions or comments, please contact Alan Russell, Director of Contract Oversight at 233-2350.

## ATTACHMENT 1

## Short List RFP - Environmental Assessment Services on a Continuing Contract Basis

Long List	Location	Past Performance	Size	Experience RFP requirements
Ardaman & Associates * ++	West palm Beach	Good with FD&O	Small	Good
ATC Associates	Miami/Tampa	Unknown	Large	Unknown
Bureau Veritas *	Miami	Good, WUD	Large	Good
Dunkelberger * ++	West palm Beach	Good, Under contract with FD&O	Small	Good
Enviromental consulting *	Fort Lauderdale	Good with FD&O	Large	Good
Envirospec	Boynton Beach	Unknown	Small	Unknown
Gaudet & Associates	Jupiter	Unknown	Small	None or very little
GLE Associates	Fort Lauderdale/Tampa	Unknown	Medium	Not for requested services
Handex * ++	Delray	Good with FD&O	Small	Good
Mactec *	West palm Beach	Good with FD&O	Medium	Good
Nodarse	Sunrise/Orlando	Unknown / Good Geotechnical firm	Small	Unknown
Nutting	Boynton Beach	Not for requested services	Small	Not for requested services
PSI	Miami	Good	Large	Good
REP * ++	Palm Beach Gardens	Good, slow	Small	Acceptable
Solutech	West palm Beach	Unknown only private sector	Small	Not for requested services
Universal Engineering	Lake Worth	Unknown	Small	Not for requested services
URS Corporation * ++	Boca Raton	Good	Large	Good

No mark - Not long listed  
 \* - Long listed  
 ++ - Short listed



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*"An Equal Opportunity  
Affirmative Action Employer"*

July 8, 2011

To: Alan W. Russell, Director of Capital Oversight  
Office of Inspector General

From: Audrey Wolf, Director Facilities Development and Operations *Audrey Wolf*

Re: Shortlist Meeting – Environmental Assessment Services on a  
Continuing Contract Basis

I have reviewed the Contract Oversight Observation 2011-O-0001 dated July 1, 2011 and have discussed it with John Chesher, Director of Capital Improvements who was the Chair of the referenced Shortlist Meeting. I have also reviewed County PPM CW-O-048 which governs the selection of consultants. I appreciate your office bringing your observation to my attention, however, I am comfortable with the manner in which the shortlisting was handled.

First, the statement that only two of six committee members (the two FD&O staff) actively participated in the discussion is not entirely accurate. Both the Director of Building Division and the Director of Land Development offered their opinion with regard to at least two of the proposers they were familiar with. The Office of Small Business Assistance asked questions regarding at least one of the proposers. We agree that the dialogue between the four committee members and the Chair and the Senior Environmental Analyst was limited, but more is not required.

Further, John was asked, in a conversation with your Staff, why are there committee members from other departments on the Selection Committee? John responded that a committee of only FDO staff would provide a structure where the committee members could be unduly influenced by a supervisor or strong peer instead of providing an independent assessment. I entirely concur with this statement and wanted to add that it is appropriate for the department soliciting the proposal be the dominant one in the more technical discussion that occurs at the Short List Committee as they are the Department with the most knowledge and experience of all aspects of the work. Typically, the remainder of the committee members are applying their broader knowledge/experience without having direct knowledge of the work and/or specific consultants identified in the proposal. It cannot be emphasized enough that FDO spends hours reviewing each proposal in order to convey to the committee members its opinions regarding proposer qualifications. The selection process is a responsibility we take very seriously as we are the ones who will work with the chosen consultant(s).

*Alan W. Russell*  
*July 8, 2011*  
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As you are aware, the selection of consultants is governed by PPM CW-O-048 and this Department strives to follow the procedure precisely. Section XI Short List Committee Procedures states that "The Short List Committee members will be provided a copy of each set of qualifications submitted in response to the public announcement" and "Each member will evaluate responses and determine..." the most qualified firms. Short List Committee members are advised that they can request a copy of the proposals in advance of the meeting and each committee member is provided with his/her own copy of each proposal at the meeting. In addition, the Office of Small Business Assistance is provided a copy of each proposal upon our receipt of the proposals weeks in advance of the meeting. For many years the Department did send the proposals out in advance of the meeting and we actually received comments from the Committee members that the advance copies were not warranted/desired.

It appears that this Observation Report was addressing a perception that certain committee members were not doing their due diligence by not reviewing the proposals well in advance of the meeting. I am comfortable that FD&O is in compliance with the County PPM, the Purchasing Code, the Florida Statutes and good practice with regard to selection of consultants.

c: Robert Weisman, County Administrator  
George Webb, County Engineer  
Sheryl Steckler, Inspector General  
John Chesher, Director, Capital Improvements Division