

# MEMORANDUM

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Purchasing #20-010  
January 29, 2020

To: Gregory P. Harrison, City Manager

Through: Jill Klaskin Press, Interim General Services Director

From: Jeffrey English, Purchasing Agent

Subject: Approval to award RFQ E-21-19, Stormwater Improvements for N.E. 27<sup>th</sup> Ave. & 16<sup>th</sup> St. (Project I) and for Atlantic Blvd. & S. Riverdale Dr. (Project II).

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## Contract Need/Background

RFQ E-21-19, Stormwater Improvements for N.E. 27<sup>th</sup> Ave. & 16<sup>th</sup> St. (Project I) and for Atlantic Blvd. & S. Riverdale Dr. (Project II). Anthony Alhashemi, Project Manager provided the scope of services.

## Notice List

The notice list for this project was created by using companies suggested by the requesting department, companies that have responded to prior solicitations, companies that have requested their names be placed on the notice list, and companies from appropriate listings in other sources.

Number of received proposals.....5

## Advertising

The RFQ was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFQ package was also posted on the City's web page for download by interested firms.

## Selection/Evaluation Committee

Five (5) responses were received to the solicitation. The Selection/Evaluation Committee met on November 5, 2019 (in a public meeting) to review and evaluate the responses. The Committee determined that the top three (3) firms, Baxter & Woodman, Inc., Chen

Moore and Associates and Kimley-Horn and Associates, Inc. would be asked to make presentations to the Committee. Presentations were made to the Committee at the public meeting held on January 27, 2020. After the presentations the Committee ranked the short-listed firms. Copies of the minutes, the voting matrix, scoring sheets, and the RFQ document, are attached.

### Market Research

The General Services Department performed outreach to Pompano firms to inform them about this project. A total of thirteen (13) local companies were notified.

### Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order, and authorize the City staff to enter into a contract with the highest-ranked firm, Chen Moore and Associates. Further authorization is requested to continue with the succeeding ranked firms should an impasse occur in the negotiations with the recommended firm. This solicitation was assigned a 10% Local Business participation goal. The firm being recommended has committed to meeting that goal.

attachments cc:  
file