

MEMORANDUM

Purchasing #19-058
September 26, 2019

To: Gregory P. Harrison, City Manager

Through: Jill Klaskin Press, Acting General Services Director

From: Jeff English, Purchasing Agent

Subject: Approve Ranking for RLI E-28-19, Raw Water Well Consulting Services

Contract Need/Background

Request for Letters of Interest (RLI) E-28-19 was issued to obtain proposals to provide Raw Water Well Consulting Services. Tammy Good, Capital Improvement Projects Manager, provided the project scope of services.

Notice List

The Notice List was created by using companies suggested by the requesting department, companies that have responded to prior solicitation, companies that have registered in the eBid System, and companies from appropriate listings in other source books.

Number of firms submitting proposals - 3

Advertising

The RLI was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RLI was also posted on the City's eBid System for download by interested firms and sent to all registered bidders by email.

Selection/Evaluation Committee

Three (3) responsive proposals were received for the solicitation. The Selection-Evaluation Committee met on August 7, 2019 to review and evaluate the responses. This meeting was posted as a "Public Meeting." The three (3) responses were reviewed and scored, and the Committee determined that the highest ranked firm, Tetra Tech, Inc., would be recommended for the contract negotiation phase of the solicitation process. Copies of the minutes, voting matrix and scoring sheets, are attached.

Market Research

The General Services Department contacted six (6) local Pompano Beach firms to notify them of the solicitation.

Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order, and authorize the City staff to negotiate a contract with the highest ranked firm, Tetra Tech, Inc. Further authorization is requested to continue with the succeeding ranked firm should an impasse occur in the negotiations with the recommended firm.

Attachments

cc: file