

MEMORANDUM

Purchasing #22-016
March 15, 2022

To: Gregory P. Harrison, City Manager

Through: Carla R. Byrd, General Services Director

From: General Services Department

Subject: Approve ranking for RFQ P-32-20, Planning and Design Services for Riverside Drive Streetscape Improvement

Contract Need/Background

The Request for Qualifications (RFQ) P-32-20 was issued to establish a contract to provide Planning and Design Services to the City of Pompano Beach (City) for Riverside Drive Streetscape Improvements.

Bidders List

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

Number of companies/firms submitting proposals6
Number of companies/firms submitting responsive proposals5

Advertising

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

Selection/Evaluation Committee

Five (5) responsive proposals were received for the RFQ. The Selection/Evaluation Committee (Committee) met on October 14, 2020 (in a public meeting) to review and evaluate the proposals. All responsive and responsible proposals were scored, and the Committee decided that oral presentations would not be required as the scoring results showed sufficient distinction between the responding companies/firms. Copies of the minutes, ranking analysis detail, and scoring sheets are attached.

Recommendation

The recommendation from the Committee to the City Commission is to approve the ranking order, and authorize the City staff to negotiate a contract with the highest ranked company, Marlin Engineering, Inc. Further authorization is requested to continue with the succeeding ranked companies/firms should an impasse occur in the negotiations with the recommended company.

cc: file