

MEMORANDUM

Purchasing #21-003
November 25, 2020

To: Gregory P. Harrison, City Manager
Through: Steve Stewart, General Services Director
From: Jeff English, Purchasing Agent
Subject: Continuing Contract for Architectural Services

Contract Need/Background

Request for Letters of Interest (RLI) E-24-20 was issued to provide architectural consulting services to the City and the CRA on a continuing as-needed basis. Mathew Kudrna, Engineering Project Manager I, 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 solicitations, companies that have registered in the eBid System, and companies from appropriate listings in other source books.

Number of firms submitting proposals - 17

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

Seventeen (17) responsive proposals were received for the solicitation. The Selection-Evaluation Committee met on October 28, 2020 to review and evaluate the responses. This meeting was posted as a "Public Meeting." The seventeen (17) responses were scored, and the Committee decided oral presentations would not be required. The consensus of the Committee was that the highest nine (9) ranked firms would be recommended for contract negotiation. Copies of the minutes, voting matrix and scoring sheets, are attached.

Market Research

The General Services Department notified six (6) local Pompano Beach firms of this 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 each of the top nine (9) ranked responsive firms.

Attachments
cc: file