

MEMORANDUM

Purchasing #17-085
March 27, 2017

To: Gregory P. Harrison, City Manager

Through: Otis J. Thomas, General Services Director

From: Cassandra LeMasurier, Purchasing Supervisor

Subject: Background for RFQ L-09-17, Construction Services for Old Pompano Streetscape Improvements (Step 1)

Contract Need/Background

Request for Qualifications (RFQ) #L-09-17 was issued as Step 1 in a two step solicitation process to create a short-list of firms considered most qualified to participate in Step 2 of the solicitation process to provide construction services to the City for streetscape improvements in Old Pompano funded through a Section 108 loan. The firm with the lowest bid from Step 2 will be recommended to the Commission for final contract selection. Horacio Danovich, 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	8
Number of firms submitting responsive proposals	7

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 eBid System for download by interested firms and sent to all registered bidders by email.

Selection/Evaluation Committee

Eight (8) responses were received to the solicitation. The Selection/Evaluation Committee met on March 17, 2017 (in a public meeting) to review and evaluate the responses. The Committee determined the proposal submitted by Ric-Man International, Inc. was non-responsive because the required financial statements were not submitted and did not review and score that proposal. The remaining seven (7) responses were reviewed and scored, and the Committee determined that the four (4) highest ranked firms would

be recommended for the short-list as pre-qualified bidders for step two of the solicitation process. Copies of the minutes, voting matrix and scoring sheets, are attached.

Market Research

The General Services Department conducted outreach to twelve (12) local Pompano Beach Construction Streetscaping firms to inform them of the solicitation.

Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order of the short-listed four firms to participate in step two of the solicitation process: Burkhardt Construction, Inc., The Whiting Turner Contracting Company, West Construction, Inc. and State Contracting & Engineering Corporation.

Attachments

cc: file