

MEMORANDUM

Purchasing #17-007
October 25, 2016

To: Dennis W. Beach, City Manager

Through: Otis J. Thomas, General Services Director

From: Cassandra LeMasurier, Purchasing Supervisor

Subject: Background for RLI L-60-16, Professional Engineering and Related Services for an Update to the Pompano Beach Airpark Master Plan

Contract Need/Background

Request for Letters of Interest (RLI) #L-60-16 was issued to select a single firm to provide professional engineering services for an update to the Airpark Master Plan. Steve Rocco, Airport 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 firms submitting proposals 4

Advertising

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

Selection/Evaluation Committee

Four (4) responses were received to the solicitation. The Selection/Evaluation Committee met on October 24, 2016 (in a public meeting) to review and evaluate the responses. All responses were reviewed, and the Committee ranked the firms. Copies of the minutes of the meeting, and the voting matrix and scoring sheets, are attached.

Market Research

The General Services Department conducted outreach to six (6) local Pompano Beach Engineering firms to inform them of the solicitation. All six (6) of those firms indicated they do not specialize in aviation related engineering.

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 Kimley-Horn and Associates, Inc. with the additional authorization to continue negotiations with the succeeding ranked firms should an impasse occur in the negotiations with the recommended firm.

attachments

cc: file