

## MEMORANDUM

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Purchasing #16-110  
August 18, 2016

To: Dennis W. Beach, City Manager

Through: Otis J. Thomas, General Services Director

From: Cassandra LeMasurier, Purchasing Supervisor

Subject: Background for L-54-16, Continuing Contract for Professional Engineering and Consulting Services for the Municipal Air Park

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### Contract Need/Background

Request for Letters of Interest (RLI) #L-54-16 was issued to select a firm to provide continuing professional services to the City for engineering and consulting services for the Municipal Air Park projects for which the construction cost will not exceed \$2 million, and for any study activity for which fees will not exceed \$200,000. Tammy Good, Engineering Project Manager and 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        3

### 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 sent to all registered bidders by email.

### Selection/Evaluation Committee

Three (3) responses were received to the solicitation. The Selection/Evaluation Committee met on August 18 (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 fourteen (14) local Pompano Beach Engineering 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, and authorize the City staff to negotiate a contract with the highest ranked firm Kimley-Horn and Associates, Inc.

attachments

cc: file