

# MEMORANDUM

Purchasing #17-075  
March 3, 2017

To: Greg Harrison, City Manager

Through: Otis J. Thomas, General Services Director

From: Jeffrey English, Purchasing Agent

Subject: Award RLI E-11-17 Professional Architectural Services for City Hall 2nd and 4th Floor Renovations

## Contract Need/Background

RLI E-11-17 was issued to establish a contract to provide professional consulting services to the City for the design, bidding, and construction phase services for renovations to the 2nd and 4th floors of City Hall. John Sfiropoulos provided the scope.

## 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 received proposals .....5

## 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 web page for download by interested firms.

## Selection/Evaluation Committee

Five (5) responses were received to the solicitation. The Selection/Evaluation Committee met on February 9 (in a public meeting) to review and evaluate the responses. The Committee determined that the top three firms would be asked to make presentations to the Committee. Presentations were made to the Committee at the public meeting held on February 24. After the presentations the Committee ranked the short-listed firms. Copies of the minutes and voting matrix from each meeting and scoring sheets, and the RLI document, are attached.

## Tie-Breaker Procedure

As the evaluation committee's final ranking resulted in a tie between Cartaya and Associates Architects, PA and Song + Associates, Inc., the General Services Department followed the tie breaker procedures stated in the solicitation document:

Value of Work Previously Awarded to Firm (**Tie-breaker**) - In the event of a tie, the firm with the lowest value of work as a prime contractor on City of Pompano Beach projects within the last five years will receive the higher ranking, the firm with the next lowest value of work shall receive the next highest ranking, and so on. The analysis of past work will be based on the City's Purchase Order and payment records.

The General Services Department compiled the purchase order and payment histories of the tied firms, and determined that the five-year cumulative value of work awarded to Cartaya and Associates Architects, PA exceeds that of Song + Associates, Inc. Therefore the higher ranking tied firm, according to the stated tie-breaker procedure, is Song + Associates, Inc.

#### Market Research

The General Services Department performed outreach to architectural firms to inform them about this project. A total of six (6) local companies were notified.

#### 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, Song + Associates, Inc. Additional authorization is requested to continue negotiations with the succeeding ranked firm to complete a contract in case of an impasse in negotiations with the recommended firm.

attachments

cc: file