

MEMORANDUM

Purchasing #18-013
November 28, 2017

To: Gregory P. Harrison, City Manager

Through: Otis J. Thomas, General Services Director

From: Cassandra LeMasurier, Purchasing Supervisor

Subject: Award RLI E-01-18 Continuing Contract for Engineering and Project Management Consultant, Overhead Utilities Conversion to Underground

Contract Need/Background

Request for Letters of Interest (RLI) #E-01-18 was issued to select up to three firms to provide engineering and project management services for the undergrounding of utilities on a continuing as needed basis for various City projects for which the construction cost will not exceed \$2 million, and for any study activity for which fees will not exceed \$200,000. John Sfiropoulos, City Engineer, provided the project 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 7

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 notice sent to all registered bidders by email.

Selection/Evaluation Committee

Seven (7) responses were received to the solicitation. The Selection/Evaluation Committee met on November 28 (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

Eight (8) local Pompano Beach Engineering firms were invited to respond to 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 contracts with the two-highest-ranked firms: Kimley-Horn and Associates, Inc. and Keith and Schnars, P.A.

attachments
cc: file