

## MEMORANDUM

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Purchasing #19-001  
October 2, 2018

To: Gregory P. Harrison, City Manager

Through: Otis J. Thomas, General Services Director

From: Jill Klaskin Press, Purchasing Consultant

Subject: Background for RLI P-32-18, Design/Build Services for Fire Stations 52, 61 and 114 (Step 1)

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### Contract Need/Background

Request for Letters of Interest (RLI) #P-32-18 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 Design/Build Services for Fire Stations 52, 61 and 114 funded through proceeds from the Government Obligation Bond (G. O. Bond). Upon review of proposals submitted by short-listed pre-qualified firms in Step 2 of the process, the City intends to award three (3) design/build contracts to the highest ranked proposers on a project by project basis. These 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	9
Number of firms submitting responsive proposals	9

### 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

Nine (9) responses were received to the solicitation. The Selection/Evaluation Committee met on September 26, 2018 to review and evaluate the responses. This meeting was not posted as a "Public Meeting" as the proposals contained proprietary financial information and pursuant to Florida Sunshine Law is precluded from being public. The nine (9) responses were reviewed and scored, and the Committee determined

that the three (3) 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 twenty-three (23) local Pompano Beach Construction 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 three firms to participate in step two of the solicitation process: West Construction, Inc., Kaufman Lynn Construction, Inc., and DiPompeo Construction, Corp.

Attachments

cc: file