

MEMORANDUM

Purchasing #19-002
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 RFQ P-33-18, Planning and Design Services for Dixie Highway Streetscape Improvements Project

Contract Need/Background

RFQ P-33-18 was issued to a list of firms considered most qualified to establish a contract to provide Planning and Design Services for the Dixie Highway Streetscape Improvement Project. The Selection/Evaluation Committee recommended the top ranked firm of Kimley-Horn and Associates to participate in the contract negotiation phase of the solicitation process. The contract will be presented to the Commission for final award approval. 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 responsive proposals 6

Advertising

The RFQ was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFQ 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

Six (6) responses were received to the solicitation. The Selection/Evaluation Committee met on September 27, 2018 to review and evaluate the responses. This meeting was posted as a "Public Meeting" although the proposals contained proprietary financial information and pursuant to Florida Sunshine Law is precluded from being public. During the evaluations when financials were discussed, the public was asked to leave the meeting and that portion of the meeting was recorded. The six (6) responses were reviewed and scored, and the Committee ranked the firms. The Selection/Evaluation Committee

recommended the top ranked firm of Kimley-Horn and Associates to participate in the contract negotiation phase of the solicitation process. Copies of the minutes, voting matrix and scoring sheets, are attached.

Market Research

The General Services Department conducted outreach to ten (10) 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 highest ranked firm of Kimley-Horn and Associates to participate in the contract negotiation phase of the solicitation process. Additional authorization is requested to enter into a contract with succeeding firms, if an impasse in negotiation occurs between the City and the top ranked firm.

Attachments

cc: file