

MEMORANDUM

Purchasing #19-006
November 6, 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-50-18, Planning and Design Services for Seven Park Facility Improvement Projects

Contract Need/Background

A request for qualifications (RFQ), P-50-18 was issued to select qualified firms to establish a contract to provide construction services to the City for Planning and Design Services for Seven Park Facility Improvement Projects. The intent of this RFQ is through a competitive process pursuant to Florida Statutes, Chapter 287.055, Consultants Competitive Negotiations Act (CCNA), is to select the most qualified firms based on ranking. The number one ranked firm, Keith & Associates will be eligible for the contract with the highest anticipated fees schedule, projects 1, 2, and 3. The number two ranked firm, Bermell Ajamil & Partners, Inc. will be eligible for the second highest anticipated fees, projects 4 and 5. The number three firm, Walters Zackria Associates, would be eligible for the third highest anticipated fee schedule, projects 6 and 7. Results of the contract negotiations will then be presented to the Commission for final award approval. City Commission approval of the ranking order presented by the Selection/Evaluation Committee is requested. Further authorization is requested to continue with the succeeding ranked firms should an impasse occur in the negotiations with the recommended firm(s). 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 14

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

Fourteen (14) responses were received to the solicitation. The Selection/Evaluation Committee met on November 6, 2018 to review and evaluate the responses. This meeting was posted as a "Public Meeting." The fourteen (14) responses were reviewed and scored, and the Committee determined that the three (3) highest ranked firms would be recommended as pre-qualified bidders for 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 nineteen (19) 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, and authorize the City staff to negotiate a contract with the highest ranked firms, Keith & Associates, Bermell Ajamil & Partners, Inc., and Walters Zackria.

Attachments

cc: file