

MEMORANDUM

Purchasing #19-008
December 12, 2018

To: Gregory P. Harrison, City Manager

Through: Otis J. Thomas, General Services Director

From: Jill Klaskin Press, CPPO, Purchasing Consultant

Subject: Award RFQ P-54-18 Architectural Design Services for Fire/Emergency
Operation Center

Contract Need/Background

RFQ P-54-18 was issued to establish a contract to provide Architectural Design Services to the City for Fire/Emergency Operation Center. Horacio Danovich provided the 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 received proposals9

Advertising

The RFQ was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFQ package was also posted on the City's web page for download by interested firms.

Selection/Evaluation Committee

Nine (9) responses were received to the solicitation. The Selection/Evaluation Committee met on November 28, 2018 (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 December 12, 2018. 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 RFQ document, are attached.

Market Research

The General Services Department performed outreach to Pompano architectural firms to inform them about this project. A total of fifteen (15) 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, Synalovski Romanik Saye, LLC. 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