

## MEMORANDUM

Purchasing #19-016  
January 9, 2019

To: Gregory P. Harrison, City Manager

Through: Otis J. Thomas, General Services Director

From: Jeff English, Purchasing Agent

Subject: Award RFQ E-55-18 Design and Consulting Services for Renovation of the Public Safety Complex

### Contract Need/Background

Request for Qualifications (RFQ) #E-55-18 was issued to select a firm to provide professional consulting services for design, bidding, and construction phase services to the City for the Public Safety Complex. Horacio Danovich, Capital Improvement and Innovation Director, 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 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 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 December 20 (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

Seven (7) 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 a contract with the highest-ranked firm: Cartaya and Associates Architects, P.A.

attachments

cc: file