



City of Pompano Beach

100 West Atlantic Blvd.
Pompano Beach, FL 33060

Agenda Item Cover Page

Agenda Date: 12/11/2018

Agenda Number: 1.

File ID: 19-67

Type: Approval Request

Status: Consent Agenda
Ready

Version: 1

In Control: City Commission

Department: General Services

File Created: 11/01/2018

Subject:

Final Action:

Title: Approve ranking order for RLI E-31-18 General Comprehensive Plan Update, and authorize staff to negotiate a contract with the highest ranked firm, Calvin, Giordano & Associates (No cost at this time.).
(Fiscal Impact: N/A)

Contract Expiration Date:

Enactment Date:

Enactment Number:

Location:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Commission	12/11/2018					

Text of Legislative File 19-67

Summary Explanation/Background:

Request for Letters of Interest (RLI) E-31-18 was issued to establish a contract to provide professional consulting services to the City for the Comprehensive Plan Update. City Commission approval of the ranking order presented by the Selection/Evaluation Committee is requested, and authorization is requested for appropriate City staff to negotiate a contract with the highest ranked firm, Calvin, Giordano & Associates. 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. The General Services Department performed outreach to local engineering and planning firms to inform them about this project. A total of eight (8) local companies were notified. Commission approval is request.

Origin of request for this action: Staff

Fiscal impact and source of funding: No cost at this time.

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(Staff Contact: David Recor)

MEMORANDUM

Purchasing #19-005
October 26, 2018

To: Gregory P. Harrison, City Manager
Through: Otis J. Thomas, General Services Director
From: Jeff English, Purchasing Agent
Subject: Award RLI E-31-18 General Comprehensive Plan Update (Rebid)

Contract Need/Background

Request for Letters of Interest (RLI) #E-31-18 was issued to establish a contract to provide professional consulting services to the City for the Comprehensive Plan Update. Jean Dolan: Principal Planner, 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.....4

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 notice sent to all registered bidders by email.

Selection/Evaluation Committee

Four (4) responses were received to the solicitation. The Selection/Evaluation Committee met on October 10 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

Eight (8) local Pompano Beach Engineering and Planning 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 and enter into a contract with the highest ranked firm, Calvin, Giordano & Associates. 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

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RLI #E-31-18
GENERAL COMPREHENSIVE PLAN UPDATE (Rebid)
Development Services Conference Room
100 W. Atlantic Blvd., 3rd Floor, Pompano Beach, FL
2:30 p.m. 10/10/2018**

The committee consisted of:

A. Randolph Brown, Utilities Director (Voting)
Brian Donovan, Assistant City Manager (Voting)
Jennifer Gomez, Assistant Development Services Director (Voting)
John Sfiropoulos, City Engineer (Voting)
Also in attendance: Jeff English: Purchasing Agent, and Jean Dolan: Principal Planner

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide professional consulting services to the City for the Comprehensive Plan Update. This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website. Four (4) firms submitted responses to the City's Request for Letters of Interest.

Jean Dolan led the technical discussion. The Purchasing Agent reviewed evaluation procedures and distributed Conflict of Interest Statements for completion by all voting members. The Purchasing Agent distributed a spreadsheet indicating the points to be assigned for MBE participation. Each Committee member had reviewed all of the responses in advance of the meeting.

The Committee discussed each of the proposals in alphabetical order, and scored the responses using voting forms containing the evaluation criteria published in the RLI, with the following results:

(1)	Calvin, Giordano & Associates.....	336
(2)	The Mellgren Planning Group.	321
(3)	The Corradino Group	269
(4)	Keith and Schnars, P.A.....	229

A copy of the voting matrix is attached. The Committee decided oral presentations would not be required as the scoring results showed sufficient distinction between the responding firms. The consensus of the Committee was that the top ranked firm would be recommended for a contract. An agenda item will be prepared to present the Committee's recommendation to the City Commission for their approval to negotiate a contract with the highest ranked firm, Calvin, Giordano & Associates.

The Committee meeting adjourned at 3:12 p.m.

Analysis Comparison, Ranking 10/10/18, E-31-18 GENERAL COMPREHENSIVE PLAN UPDATE

	Total Potential Points	Calvin Giordano & Associates Inc.	Keith and Schnars	The Corradino Group	The Mellgren Planning Group
Committee Member	Potential Points				
<u>A. Randolph Brown</u>					
Experience and Expertise	0-35	35	25	25	25
References	0-15	15	5	15	15
Resources and Methodology	0-40	35	25	30	30
Certified MBE	0-5	1	1	0	2
	Total =	86	56	70	72

Committee Member	Potential Points				
<u>Brian Donovan</u>					
Experience and Expertise	0-35	32	21	25	34
References	0-15	10	10	13	12
Resources and Methodology	0-40	35	21	23	35
Certified MBE	0-5	1	1	0	2
	Total =	78	53	61	83

Committee Member	Potential Points				
<u>Jennifer Gomez</u>					
Experience and Expertise	0-35	33	20	25	33
References	0-15	15	13	13	15
Resources and Methodology	0-40	38	30	30	35
Certified MBE	0-5	1	1	0	2
	Total =	87	64	68	85

	Total Potential Points	Calvin Giordano & Associates Inc.	Keith and Schnars	The Corradino Group	The Melligren Planning Group
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Committee Member	Potential Points				
<u>John Sfiroopoulos</u>					
Experience and Expertise	0-35	33	20	27	31
References	0-15	13	10	10	12
Resources and Methodolgy	0-40	38	25	33	36
Certified MBE	0-5	1	1	0	2
	Total =	85	56	70	81

Committee Members (Average)					
Experience and Expertise	0-35	33	22	26	31
References	0-15	13	10	13	14
Resources and Methodolgy	0-40	37	25	29	34
Certified MBE	0-5	1	1	0	2
	Average Score =	84	57	67	80

Committee Members (Total)					
Experience and Expertise	0-140	133	86	102	123
References	0-60	53	38	51	54
Resources and Methodolgy	0-160	146	101	116	136
Certified MBE	0-20	4	4	0	8
	Grand Total =	336	229	269	321

EVALUATION CRITERIA

RLI E-31-18 – Comprehensive Plan Update (Rebid)

VENDOR NAME: Calvin, Giordano & Associates, Inc. (CGA)

<u>Criteria</u>		<u>Point Range</u>	<u>Score</u>
1 Experience and Expertise	<ul style="list-style-type: none"> Previous related work experience and qualifications of personnel assigned in comprehensive planning in Broward County, comprehensive planning in Florida, and comprehensive planning in coastal communities. Previous related work experience and qualifications of personnel assigned in preparation of Comprehensive Plan Updates Demonstrates a clear understanding of scope of work and other technical or legal issues related to the project. Previous work experience in public outreach related to Comprehensive Planning. 	0-35	40 <u>35</u> ALB
2 References	<ul style="list-style-type: none"> History and performance of firm/project team on similar projects. References and recommendations from previous clients. 	0-15	<u>15</u>
3 Resources and Methodology	<ul style="list-style-type: none"> Adequacy of amount of quality resources assigned to the project. Overall approach to project. Consideration of services provided and approach to meeting goals and deadlines. 	0-40	<u>35</u>
4 Minority/Small Business	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-5	<u>1</u>
Sub-Total*		0-95	<u>86</u>

*0-5% Tier1/Tier2 Local Business will be calculated on combined scoring totals of each company.

Litigation – No active, three prior cases, and two seemed unavoidable.

Has Broward experience.

Technical approach – CGA has an excellent web base tool that shows the accounting for the project by budget lines that is shared with the client. Mention Broward NEXT. Planned on using Water, Wastewater and Storm water Master Plans. Missed Reuse Master Plan. Mentioned working with the South Florida Water Management District

CGA has a unique view point working for clients on the inside and outside of their organization. The City appears to have an excellent working relationship with CGA.

Schedule 19 months. 11 team members and 2 sub consultants. 350 plus employees in the company.



October 10, 2018

A. Randolph Brown

Signature of Evaluator

Date

Printed Name

EVALUATION CRITERIA

RLI E-31-18 – Comprehensive Plan Update (Rebid)

VENDOR NAME: Keith & Schnars

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1	Experience and Expertise	0-35	<u>25</u>
	<ul style="list-style-type: none"> • Previous related work experience and qualifications of personnel assigned in comprehensive planning in Broward County, comprehensive planning in Florida, and comprehensive planning in coastal communities. • Previous related work experience and qualifications of personnel assigned in preparation of Comprehensive Plan Updates • Demonstrates a clear understanding of scope of work and other technical or legal issues related to the project. • Previous work experience in public outreach related to Comprehensive Planning. 		
2	References	0-15	<u>5</u>
	<ul style="list-style-type: none"> • History and performance of firm/project team on similar projects. • References and recommendations from previous clients. 		
3	Resources and Methodology	0-40	<u>25</u>
	<ul style="list-style-type: none"> • Adequacy of amount of quality resources assigned to the project. • Overall approach to project. • Consideration of services provided and approach to meeting goals and deadlines. 		
4	Minority/Small Business	0-5	<u>1</u>
	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)		
	Sub-Total*	0-95	<u>56</u>

*0-5% Tier1/Tier2 Local Business will be calculated on combined scoring totals of each company.

Litigation - Three Cases, two seemed unavoidable the third undetermined.

Most of the proposal was pictures.

City work experience did not have Comp Plan as a component, more engineering.

Technical approach – No mention of Utilities, did mention Climate Change and Broward NEXT.

Schedule 9 months. 109 employees in the firm with 5 on with team.



August 29, 2018

A. Randolph Brown

Signature of Evaluator

Date

Printed Name

EVALUATION CRITERIA

RLI E-31-18 – Comprehensive Plan Update (Rebid)

VENDOR NAME: The Corradino Group, Inc.

<u>Criteria</u>		<u>Point Range</u>	<u>Score</u>
1	Experience and Expertise	0-35	<u>25</u>
	<ul style="list-style-type: none"> • Previous related work experience and qualifications of personnel assigned in comprehensive planning in Broward County, comprehensive planning in Florida, and comprehensive planning in coastal communities. • Previous related work experience and qualifications of personnel assigned in preparation of Comprehensive Plan Updates • Demonstrates a clear understanding of scope of work and other technical or legal issues related to the project. • Previous work experience in public outreach related to Comprehensive Planning. 		
2	References	0-15	<u>15</u>
	<ul style="list-style-type: none"> • History and performance of firm/project team on similar projects. • References and recommendations from previous clients. 		
3	Resources and Methodology	0-40	<u>30</u>
	<ul style="list-style-type: none"> • Adequacy of amount of quality resources assigned to the project. • Overall approach to project. • Consideration of services provided and approach to meeting goals and deadlines. 		
4	Minority/Small Business	0-5	<u>0</u>
	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)		
	Sub-Total*	0-95	<u>70</u>

*0-5% Tier1/Tier2 Local Business will be calculated on combined scoring totals of each company.

Litigation – Seven open cases related to the FIU bridge collapse. One of the past cases was by the County that employed them.

Experience seems more towards Miami-Dade and Monroe County.

Technical approach – Mentioned Water Supply Plan as well as wastewater and stormwater. **Included a very important section on Wellfield Protection.** Ms. Hammons and Mr. Ng does not appear to have Utility backgrounds after reviewing qualifications.

Schedule 13 months, around 200 employees with seven on the team.



Signature of Evaluator

October 10, 2018

Date

A. Randolph Brown

Printed Name

EVALUATION CRITERIA

RLI E-31-18 – Comprehensive Plan Update (Rebid)

VENDOR NAME: The Mellgren Planning Group

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1	Experience and Expertise	0-35	<u>25</u>
	<ul style="list-style-type: none"> • Previous related work experience and qualifications of personnel assigned in comprehensive planning in Broward County, comprehensive planning in Florida, and comprehensive planning in coastal communities. • Previous related work experience and qualifications of personnel assigned in preparation of Comprehensive Plan Updates • Demonstrates a clear understanding of scope of work and other technical or legal issues related to the project. • Previous work experience in public outreach related to Comprehensive Planning. 		
2	References	0-15	<u>15</u>
	<ul style="list-style-type: none"> • History and performance of firm/project team on similar projects. • References and recommendations from previous clients. 		
3	Resources and Methodology	0-40	<u>30</u>
	<ul style="list-style-type: none"> • Adequacy of amount of quality resources assigned to the project. • Overall approach to project. • Consideration of services provided and approach to meeting goals and deadlines. 		
4	Minority/Small Business	0-5	<u>2</u>
	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)		<u>2</u>
	Sub-Total*	0-95	<u>72</u>

*0-5% Tier1/Tier2 Local Business will be calculated on combined scoring totals of each company.

Litigation – None
Broward experience.

Technical approach – We have worked with Dr. Bloetscher on climate change impact on Pompano Beach Utilities. Mentioned Broward NEXT.
Other than Dr. Bloetscher (who is assigned to climate change). There appears little in the way on utilities.

Schedule 19 months. Could not find how many employees are in the firm. Six on team with three sub-consultants.



Signature of Evaluator

October 10, 2018

Date

A. Randolph Brown

Printed Name

EVALUATION CRITERIA

RLI E-31-18 – Comprehensive Plan Update (Rebid)

VENDOR NAME: CGA

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1 Experience and Expertise <ul style="list-style-type: none"> • Previous related work experience and qualifications of personnel assigned in comprehensive planning in Broward County, comprehensive planning in Florida, and comprehensive planning in coastal communities. • Previous related work experience and qualifications of personnel assigned in preparation of Comprehensive Plan Updates • Demonstrates a clear understanding of scope of work and other technical or legal issues related to the project. • Previous work experience in public outreach related to Comprehensive Planning. 		0-35	<u>32</u>
2 References <ul style="list-style-type: none"> • History and performance of firm/project team on similar projects. • References and recommendations from previous clients. 		0-15	<u>10</u>
3 Resources and Methodology <ul style="list-style-type: none"> • Adequacy of amount of quality resources assigned to the project. • Overall approach to project. • Consideration of services provided and approach to meeting goals and deadlines. 		0-40	<u>35</u>
4 Minority/Small Business Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)		0-5	<u>1</u>
Sub-Total*		0-95	<u>78</u>

*0-5% Tier1/Tier2 Local Business will be calculated on combined scoring totals of each company.

Have EXP. w/ Plan
- good Climate Change Methodology
- Outreach is 3rd Party
- Good web based tool.
- Detailed Schedule
- 12 staff assigned

B.D.

10/10/18

Brian Donovan

Signature of Evaluator

Date

Printed Name

EVALUATION CRITERIA

RLI E-31-18 – Comprehensive Plan Update (Rebid)

VENDOR NAME: Keith & Schnars

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1	Experience and Expertise	0-35	<u>21</u>
	<ul style="list-style-type: none"> • Previous related work experience and qualifications of personnel assigned in comprehensive planning in Broward County, comprehensive planning in Florida, and comprehensive planning in coastal communities. • Previous related work experience and qualifications of personnel assigned in preparation of Comprehensive Plan Updates • Demonstrates a clear understanding of scope of work and other technical or legal issues related to the project. • Previous work experience in public outreach related to Comprehensive Planning. 		
2	References	0-15	<u>10</u>
	<ul style="list-style-type: none"> • History and performance of firm/project team on similar projects. • References and recommendations from previous clients. 		
3	Resources and Methodology	0-40	<u>21</u>
	<ul style="list-style-type: none"> • Adequacy of amount of quality resources assigned to the project. • Overall approach to project. • Consideration of services provided and approach to meeting goals and deadlines. 		
4	Minority/Small Business	0-5	<u>1</u>
	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)		
	Sub-Total*	0-95	<u>53</u>

*0-5% Tier1/Tier2 Local Business will be calculated on combined scoring totals of each company.

Schedule ? → Not Strong
- Weak EXP in comp Plan
- No tech approach

[Signature]
 Signature of Evaluator

10/10
 Date

Brian Donovan
 Printed Name

EVALUATION CRITERIA

RLI E-31-18 – Comprehensive Plan Update (Rebid)

VENDOR NAME: The Cottadino Group

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1 Experience and Expertise	<ul style="list-style-type: none"> • Previous related work experience and qualifications of personnel assigned in comprehensive planning in Broward County, comprehensive planning in Florida, and comprehensive planning in coastal communities. • Previous related work experience and qualifications of personnel assigned in preparation of Comprehensive Plan Updates • Demonstrates a clear understanding of scope of work and other technical or legal issues related to the project. • Previous work experience in public outreach related to Comprehensive Planning. 	0-35	<u>25</u>
2 References	<ul style="list-style-type: none"> • History and performance of firm/project team on similar projects. • References and recommendations from previous clients. 	0-15	<u>13</u>
3 Resources and Methodology	<ul style="list-style-type: none"> • Adequacy of amount of quality resources assigned to the project. • Overall approach to project. • Consideration of services provided and approach to meeting goals and deadlines. 	0-40	<u>23</u>
4 Minority/Small Business	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-5	<u>0</u>
Sub-Total*		0-95	<u>61</u>

*0-5% Tier1/Tier2 Local Business will be calculated on combined scoring totals of each company.

Schedule? → Dates time lines?
- Weak EXP in Broward
Good Ref.
- Comp Plan EXP?
- Good Ref More Date EXP
- FIU

[Signature]
 Signature of Evaluator

10/10/18
 Date

Patricia Donovan
 Printed Name

RLI E-31-18 – Comprehensive Plan Update (Rebid)

Mellsten Planning

*0-5% Tier1/Tier2 Local Business will be calculated on combined scoring totals of each company.

Signature of Evaluator Brian Donovan Date 10/10/15 Printed Name Brian Donovan

EVALUATION CRITERIA

RLI E-31-18 – Comprehensive Plan Update (Rebid)

VENDOR NAME: CGA

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1	Experience and Expertise	0-35	<u>33</u>
	<ul style="list-style-type: none"> • Previous related work experience and qualifications of personnel assigned in comprehensive planning in Broward County, comprehensive planning in Florida, and comprehensive planning in coastal communities. • Previous related work experience and qualifications of personnel assigned in preparation of Comprehensive Plan Updates • Demonstrates a clear understanding of scope of work and other technical or legal issues related to the project. • Previous work experience in public outreach related to Comprehensive Planning. 		
2	References	0-15	<u>15</u>
	<ul style="list-style-type: none"> • History and performance of firm/project team on similar projects. • References and recommendations from previous clients. 		
3	Resources and Methodology	0-40	<u>38</u>
	<ul style="list-style-type: none"> • Adequacy of amount of quality resources assigned to the project. • Overall approach to project. • Consideration of services provided and approach to meeting goals and deadlines. 		
4	Minority/Small Business	0-5	<u>1</u>
	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)		
	Sub-Total*	0-95	<u>87</u>

*0-5% Tier1/Tier2 Local Business will be calculated on combined scoring totals of each company.

Extensive experience with comprehensive planning. Comp plan clients include Weston, West Park, Loxahatchee Groves. EAR amendments are Lauderdale, Miami Gardens, South Miami, Wilton Manors, St. Lucie, Medley, Palm Beach, Surfside

Also have experience serving as local staff

Approach will include providing GOP revisions to staff.

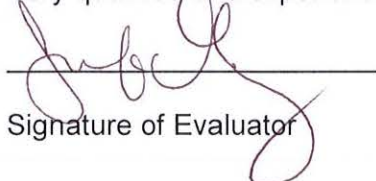
The LUPA inconsistencies only evaluates zoning and FLU map, not existing conditions.

Team seems very large so it is difficult to tell which staff will be doing each task

Good sub-consultants. Lambert prepared the City's latest housing related planning study. Dickey well known for public outreach.

19 month project schedule. The first 12 months are for the draft development. Remaining time is for the approvals and outside agency reviews.

Very qualified and experienced firm



10/10/18

Jennifer Gomez

Signature of Evaluator

Date

Printed Name

EVALUATION CRITERIA

RLI E-31-18 – Comprehensive Plan Update (Rebid)

VENDOR NAME: K&S

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1	Experience and Expertise	0-35	<u>20</u>
	<ul style="list-style-type: none"> • Previous related work experience and qualifications of personnel assigned in comprehensive planning in Broward County, comprehensive planning in Florida, and comprehensive planning in coastal communities. • Previous related work experience and qualifications of personnel assigned in preparation of Comprehensive Plan Updates • Demonstrates a clear understanding of scope of work and other technical or legal issues related to the project. • Previous work experience in public outreach related to Comprehensive Planning. 		
2	References	0-15	<u>13</u>
	<ul style="list-style-type: none"> • History and performance of firm/project team on similar projects. • References and recommendations from previous clients. 		
3	Resources and Methodology	0-40	<u>30</u>
	<ul style="list-style-type: none"> • Adequacy of amount of quality resources assigned to the project. • Overall approach to project. • Consideration of services provided and approach to meeting goals and deadlines. 		
4	Minority/Small Business	0-5	<u>1</u>
	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)		
	Sub-Total*	0-95	<u>64</u>

*0-5% Tier1/Tier2 Local Business will be calculated on combined scoring totals of each company.

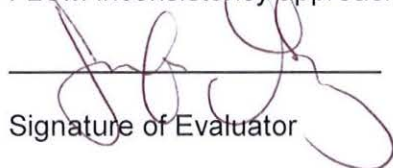
Nearby firm. Does not have as extensive comp plan specific experience as do other firms.

Climate change approach not as developed as others

Approach demonstrated an understanding of needs.

Very fast schedule. Only 6 months dedicated to formulating the draft plan.

FLUM inconsistency approach only evaluates existing conditions and not zoning



Signature of Evaluator

10/10/18

Date

Jennifer Gomez

Printed Name

EVALUATION CRITERIA

RLI E-31-18 – Comprehensive Plan Update (Rebid)

VENDOR NAME: Corradino


	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1	Experience and Expertise	0-35	<u>25</u>
	<ul style="list-style-type: none"> • Previous related work experience and qualifications of personnel assigned in comprehensive planning in Broward County, comprehensive planning in Florida, and comprehensive planning in coastal communities. • Previous related work experience and qualifications of personnel assigned in preparation of Comprehensive Plan Updates • Demonstrates a clear understanding of scope of work and other technical or legal issues related to the project. • Previous work experience in public outreach related to Comprehensive Planning. 		
2	References	0-15	<u>13</u>
	<ul style="list-style-type: none"> • History and performance of firm/project team on similar projects. • References and recommendations from previous clients. 		
3	Resources and Methodology	0-40	<u>30</u>
	<ul style="list-style-type: none"> • Adequacy of amount of quality resources assigned to the project. • Overall approach to project. • Consideration of services provided and approach to meeting goals and deadlines. 		
4	Minority/Small Business	0-5	<u>0</u>
	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)		
	Sub-Total*	0-95	<u>68</u>

*0-5% Tier1/Tier2 Local Business will be calculated on combined scoring totals of each company.

Good references

Most of comp plan experience is not in Broward
13 month schedules. 7 months for the draft report

Did not address the part of the scope re: inconsistency in FLUM


10/10/18*
Jennifer Gomez
 Signature of Evaluator Date Printed Name
 *calculation corrected 4/1/18

EVALUATION CRITERIA

RLI E-31-18 – Comprehensive Plan Update (Rebid)

VENDOR NAME: Mellgren

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1	Experience and Expertise	0-35	<u>33</u>
	<ul style="list-style-type: none"> • Previous related work experience and qualifications of personnel assigned in comprehensive planning in Broward County, comprehensive planning in Florida, and comprehensive planning in coastal communities. • Previous related work experience and qualifications of personnel assigned in preparation of Comprehensive Plan Updates • Demonstrates a clear understanding of scope of work and other technical or legal issues related to the project. • Previous work experience in public outreach related to Comprehensive Planning. 		
2	References	0-15	<u>15</u>
	<ul style="list-style-type: none"> • History and performance of firm/project team on similar projects. • References and recommendations from previous clients. 		
3	Resources and Methodology	0-40	<u>35</u>
	<ul style="list-style-type: none"> • Adequacy of amount of quality resources assigned to the project. • Overall approach to project. • Consideration of services provided and approach to meeting goals and deadlines. 		
4	Minority/Small Business	0-5	<u>2</u>
	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)		
	Sub-Total*	0-95	<u>85</u>

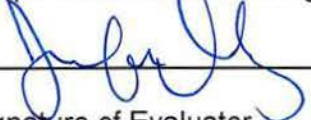
*0-5% Tier1/Tier2 Local Business will be calculated on combined scoring totals of each company.

Good Broward experience with comp plan. Including Parkland, Wilton, Tamarac, Lauderdale Lakes, Sunrise, Southwest Ranches and Davie

I liked the focus on climate change

Extensive public outreach. Includes website, roundtable discussion, interviews, and workshops. 19 month schedule.

Scope seems to be missing key element of the project: FLUM inconsistencies


Signature of Evaluator

10/10/18

* calculation corrected
Date 11/1/18

Jennifer Gomez

Printed Name

EVALUATION CRITERIA

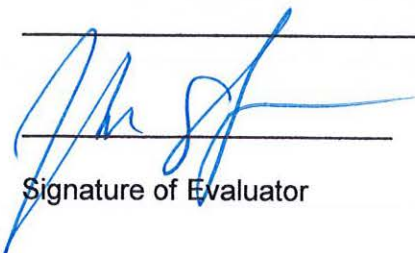
RLI E-31-18 – Comprehensive Plan Update (Rebid)

VENDOR NAME: Calvin Giordano

<u>Criteria</u>		<u>Point Range</u>	<u>Score</u>
1 Experience and Expertise	<ul style="list-style-type: none"> Previous related work experience and qualifications of personnel assigned in comprehensive planning in Broward County, comprehensive planning in Florida, and comprehensive planning in coastal communities. Previous related work experience and qualifications of personnel assigned in preparation of Comprehensive Plan Updates Demonstrates a clear understanding of scope of work and other technical or legal issues related to the project. Previous work experience in public outreach related to Comprehensive Planning. 	0-35	<u>33</u>
2 References	<ul style="list-style-type: none"> History and performance of firm/project team on similar projects. References and recommendations from previous clients. 	0-15	<u>13</u>
3 Resources and Methodology	<ul style="list-style-type: none"> Adequacy of amount of quality resources assigned to the project. Overall approach to project. Consideration of services provided and approach to meeting goals and deadlines. 	0-40	<u>38</u>
4 Minority/Small Business	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-5	<u>1</u>
Sub-Total*		0-95	<u>85</u>

*0-5% Tier1/Tier2 Local Business will be calculated on combined scoring totals of each company.

Impressive Tech Approach. Schedule is detailed & realistic. Adequate resources with a dedicated public outreach. Extensive experience with numerous municipalities. Very Good submitted overall.


Signature of Evaluator

10/10/18
Date

JOHN SAROPOULOS
Printed Name

EVALUATION CRITERIA

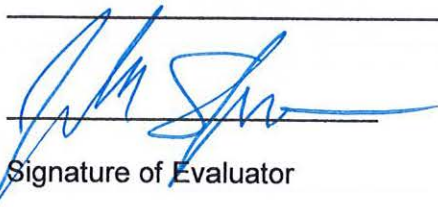
RLI E-31-18 – Comprehensive Plan Update (Rebid)

VENDOR NAME: KETH & SCHWAB

<u>Criteria</u>		<u>Point Range</u>	<u>Score</u>
1 Experience and Expertise	<ul style="list-style-type: none"> • Previous related work experience and qualifications of personnel assigned in comprehensive planning in Broward County, comprehensive planning in Florida, and comprehensive planning in coastal communities. • Previous related work experience and qualifications of personnel assigned in preparation of Comprehensive Plan Updates • Demonstrates a clear understanding of scope of work and other technical or legal issues related to the project. • Previous work experience in public outreach related to Comprehensive Planning. 	0-35	<u>20</u>
2 References	<ul style="list-style-type: none"> • History and performance of firm/project team on similar projects. • References and recommendations from previous clients. 	0-15	<u>10</u>
3 Resources and Methodology	<ul style="list-style-type: none"> • Adequacy of amount of quality resources assigned to the project. • Overall approach to project. • Consideration of services provided and approach to meeting goals and deadlines. 	0-40	<u>25</u>
4 Minority/Small Business	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-5	<u>1</u>
Sub-Total*		0-95	<u>56</u>

*0-5% Tier1/Tier2 Local Business will be calculated on combined scoring totals of each company.

Submittal overall was lacking. The tech approach
was limited. The schedule was not detailed at
all & 9-months was not realistic. LIMITED
EXPERIENCE WITH MONROE COUNTY & SUNRISE
WITH COMP PLANS.



Signature of Evaluator

10/10/18
Date

PHILIPPOPOULOS
Printed Name

EVALUATION CRITERIA

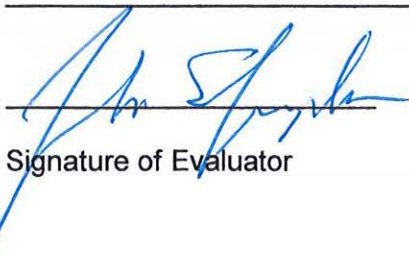
RLI E-31-18 – Comprehensive Plan Update (Rebid)

VENDOR NAME: Cerradino Group

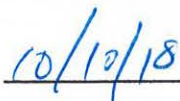
<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1 Experience and Expertise	0-35	<u>27</u>
<ul style="list-style-type: none"> • Previous related work experience and qualifications of personnel assigned in comprehensive planning in Broward County, comprehensive planning in Florida, and comprehensive planning in coastal communities. • Previous related work experience and qualifications of personnel assigned in preparation of Comprehensive Plan Updates • Demonstrates a clear understanding of scope of work and other technical or legal issues related to the project. • Previous work experience in public outreach related to Comprehensive Planning. 		
2 References	0-15	<u>10</u>
<ul style="list-style-type: none"> • History and performance of firm/project team on similar projects. • References and recommendations from previous clients. 		
3 Resources and Methodology	0-40	<u>33</u>
<ul style="list-style-type: none"> • Adequacy of amount of quality resources assigned to the project. • Overall approach to project. • Consideration of services provided and approach to meeting goals and deadlines. 		
4 Minority/Small Business	0-5	<u>0</u>
Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)		
Sub-Total*	0-95	<u>70</u>

*0-5% Tier1/Tier2 Local Business will be calculated on combined scoring totals of each company.

Most experience w/ Miami/Dade. Tech Approach
appeared to be a regurgitation of the RLI language.
Schedule did not appear to be realistic.



Signature of Evaluator



Date



Printed Name

EVALUATION CRITERIA


RLI E-31-18 – Comprehensive Plan Update (Rebid)

VENDOR NAME: Mellgren Planning Group

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1 Experience and Expertise	0-35	<u>31</u>
<ul style="list-style-type: none"> • Previous related work experience and qualifications of personnel assigned in comprehensive planning in Broward County, comprehensive planning in Florida, and comprehensive planning in coastal communities. • Previous related work experience and qualifications of personnel assigned in preparation of Comprehensive Plan Updates • Demonstrates a clear understanding of scope of work and other technical or legal issues related to the project. • Previous work experience in public outreach related to Comprehensive Planning. 		
2 References	0-15	<u>12</u>
<ul style="list-style-type: none"> • History and performance of firm/project team on similar projects. • References and recommendations from previous clients. 		
3 Resources and Methodology	0-40	<u>36</u>
<ul style="list-style-type: none"> • Adequacy of amount of quality resources assigned to the project. • Overall approach to project. • Consideration of services provided and approach to meeting goals and deadlines. 		
4 Minority/Small Business	0-5	<u>2</u>
Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)		
Sub-Total*	0-95	<u>81</u>

*0-5% Tier1/Tier2 Local Business will be calculated on combined scoring totals of each company.

Nice submittal overall. Detailed & realistic
schedule. Extensive comp plan experience
& dedicated climate change expert.



Signature of Evaluator



Date



Printed Name

Event Number	E-31-18
Event Title	General Comprehensive Plan Update - Rebid
Event Type	RLI
Issue Date	7/2/2018 01:00:01 PM (ET)
Close Date	8/2/2018 02:00:00 PM (ET)

Responding Supplier	City	State	Response Submitted
Calvin, Giordano & Associates	Ft. Lauderdale	FL	8/2/2018 09:41:50 AM (ET)
Keith and Schnars (Keith and Schnars, P.A.)	Fort Lauderdale	FL	8/2/2018 01:48:13 PM (ET)
The Corradino Group, Inc.	Miami	FL	8/2/2018 12:30:18 PM (ET)
The Mellgren Planning Group, Inc.	Fort Lauderdale	FL	8/1/2018 09:11:07 AM (ET)



Florida's Warmest Welcome

**CITY OF POMPANO BEACH
REQUEST FOR LETTERS OF INTEREST
E-31-18**

GENERAL COMPREHENSIVE PLAN UPDATE (REBID)

**RLI OPENING: August 2, 2018, 2:00 P.M.
PURCHASING OFFICE
1190 N.E. 3RD AVENUE, BUILDING C (Front)
POMPANO BEACH, FLORIDA 33060**

July 2, 2018

CITY OF POMPANO BEACH, FLORIDA
REQUEST FOR LETTERS OF INTEREST (RLI)
E-31-18
GENERAL COMPREHENSIVE PLAN UPDATE (REBID)

Pursuant to Florida Statutes Chapter 287.055 "Consultants' Competitive Negotiation Act" the City of Pompano Beach invites professional planning, architectural, landscape architecture, land surveying-mapping and engineering firms to submit Letters of Interest, qualifications and experience for consideration to provide Comprehensive Plan Update services to the City of Pompano Beach.

The City will receive sealed proposals until **2:00 p.m. (local), August 2, 2018**. Proposals must be submitted electronically through the eBid System on or before the due date/time stated above. Any proposal received after the due date and time specified, will not be considered. Any uncertainty regarding the time a proposal is received will be resolved against the Proposer.

The City intends to issue a single contract to a planning, engineering, architecture, landscape architecture, land surveying-mapping firm to provide professional consulting services to the City for the Comprehensive Plan Update. The project budget is approximately \$100,000 in consulting fees, which are budgeted in the current 2017-18 fiscal year.

Proposer must be registered on the City's eBid System in order to view the solicitation documents and respond to this solicitation. The complete solicitation document can be downloaded for free from the eBid System as a pdf at: <https://pompanobeachfl.ionwave.net/CurrentSourcingEvents.aspx>. The City is not responsible for the accuracy or completeness of any documentation the Proposer receives from any source other than from the eBid System. Proposer is solely responsible for downloading all required documents. Responses will be electronically unsealed in a public forum and read aloud.

Introduction

Comprehensive Plan Text Updates

The City is seeking consulting services to provide updated data and analysis for the general Comprehensive Plan update to assist City Staff who will be preparing the updated goals, objectives and policies based on the updated data and analysis. The updates to the data and analysis should include: updated population projections based on studies provided by the City (BEBR and County projections); changes that reflect current local conditions; information and policy direction associated with the Broward NEXT planning initiative; updates to affordable housing needs and policy approach based on recent housing studies prepared for the City and recommended approach to comply with Broward County affordable housing policy; incorporate corridor redevelopment initiatives, as appropriate; prepare a new intergovernmental coordination and climate change element (data and analysis and goals, objectives and

policies); incorporate the City's new Public Art program and Master Plan; incorporate the City's Parks and Recreation Master Plan; incorporate the City's water, wastewater and stormwater master plans, incorporate the City's Strategic Plan, as appropriate; incorporate the City's historic preservation plans and studies, as appropriate and incorporate data and analysis to support adoption of sea level rise adaptation and sustainability goals, objectives and policies as a theme throughout the Plan. A qualified firm is needed to prepare these text amendments.

Comprehensive Plan Future Land Use Map (FLUM) Review and Recommendations

The City staff has identified several areas where the future land use map (FLUM) and existing zoning and actual development are not consistent. For example, there are areas on the barrier island that have a commercial land use with residential zoning and residential development. Several areas along Dixie Highway and in the northwest community have mismatched land use and zoning as compared to existing development. It is the City's desire to have a consultant perform a thorough review of the FLUM to identify the areas of inconsistency, determine if the County's Land Use Plan also has the inconsistent land use designation and prepare a report with corrective recommendations for these inconsistencies. The actual Comprehensive Plan amendment process to do these corrections are not part of this scope of services.

1. Scope Of Services

The successful proposer will be responsible for providing, at a minimum, the following:

- a. Summary description of priorities set out in the adopted Comprehensive Plan Elements and analysis of adopted Capital Improvements Plan to determine if capital investment supports those priorities. This summary can be presented to Staff at a project kickoff meeting and discussed to get staff's interpretation on the applicability of that direction. Department representatives from most City departments should attend the kick-off meeting (primarily those on the City's Development Review Committee DRC).
- b. Background Data and Analysis: This section should be updated to meet all of the following needs. The Consultants will provide the data and analysis necessary to make adaptation to sea level rise and sustainability a unifying theme throughout every element in the Comprehensive Plan through the 2040 planning horizon.

New information must be provided to update the data and analysis for the items requested in the Broward County Land Use Amendment (LUPA) Application which is in the process of being updated by the County based on Broward Next. The County LUPA Application is currently used by the City for both Local only and County/Local Land Use Plan Amendments.

Population and demographic analysis and population projections should be based on a blend of County and BEBR projections to the 2025 and 2040 Planning Horizon. The housing needs analysis should be based on these blended population projections. The land use analysis of buildout entitlements

will be based on the adopted future land use map and its adequacy to meet future housing needs. The infrastructure needs analysis will be based on sea level rise issues (flooding/drainage, fresh water supply) as well as population projections and adopted level of service standards for water, wastewater, solid waste, education (public schools) and parks and recreation (taking adopted Master Plans into consideration). This analysis should identify anticipated Adaptation Action Areas (AAA) and public facility needs based on both sustainability and projected growth and be consistent with applicable adopted master plans. Historic resource analysis should be based on existing studies and secondary data sources. A summary of needs through 2040 based on this background data and analysis should be provided in each element.

An analysis of Broward Next, what changes it will bring to the planning process and how it will be incorporated into the City's Plan should be part of the background data and analysis for this plan update. The Proposer should include meetings with City and BCPC staff to ensure a full understanding of Broward Next and to incorporate all required aspects into the City's Plan.

The Plan Implementation Requirements section of the City's Future Land Use Element predominantly reflects the Broward County policies for land use plan implementation as reflected in the County's Administrative Rules document (particularly policies related to flex provisions). That section of the Plan needs to be updated not only for Broward Next, but also to remove other outdated requirements that have been carried forward from the original Plan adoption based on the now repealed Rule 9J-5 that are not necessarily still applicable. The Plan Implementation Requirements section also contains the text amendments for the City's transit oriented mixed-use districts. Any changes in this text to be consistent with the County's Plan for those districts will be completed when this plan section is updated.

New Elements: Goals, objectives and policies for a new Intergovernmental Coordination Element and new Climate Change Element are requested as well as the Background Data and Analysis and for these two new elements. The City's adopted Stormwater Management Master Plan includes sea level rise data and maps that can be incorporated into the Climate Change Element. Coordination with the County is required for the Climate Change Element to ensure their expectations, particularly related to tidal flooding, sea wall heights and finished floor elevations, are met through the GOPs proposed for this Element.

- c. Interviews should be conducted with key staff, elected officials, P&Z Board members, EDC Board members, Architectural Advisory Board members and other key community stakeholders to review adopted Comp plan priorities and determine if this direction is still appropriate and how it should be changed or reprioritized.
- d. Public Outreach should be conducted as part of the data and analysis phase to solicit community input and should be repeated at the draft plan phase to present primary changes in direction to address sea level rise, sustainability and growth. A description of the design and outcome of the outreach meetings should be

included with the Data and Analysis deliverable to be transmitted with the Plan Element updates.

- e. Goals, Objectives and Policy Updates – Based on the data and analysis updates provided by the Consultants, City staff will provide the updates to the goals, objectives and policies (GOPs) for currently adopted plan elements: Land Use, Transportation, Housing, Potable Water, Sanitary Sewer, Solid Waste, Drainage, Public Schools, Conservation, Coastal Zone, Recreation and Open Space, and Capital Improvements. The Consultants will provide initial recommendations on GOPs for the new elements (Climate Change and Intergovernmental Coordination) based on the data and analysis for those elements.
- f. Adopted Map Updates: The future conditions maps that are adopted as part of the adopted Comprehensive Plan (Future Land Use Map, Major Thoroughfares, Functional Classifications and Number of Lanes; Transit Facilities; Bike Ways and Sidewalks) should be updated for inclusion in the adoption document. Note that the transportation maps should be modernized to reflect the current movement toward Complete Streets and should utilize FDOT's new design manual roadway classifications that reflect the Complete Streets initiative. Any other maps that the Consultant feels should be updated (such as Parks and Recreation maps, Flood Zone/Sea Level Rise maps, etc.) as part of the background data and analysis should be determined as the project is completed. If the Consultant feels it is necessary, a set-aside of funds should be established in the Consultant's scope to pay for additional map updates but this amount should be included within the 2017-18 budgeted amount for this project (\$100,000).
- g. FLUM and Zoning Mismatches and Comparison to County Land Use Designations: The consultant will identify mismatched land use and zoning designations on the City's adopted Future Land Use Map (FLUM) and provide a description of the development conditions and determine if the County's Plan would also need to be amended to correct these mismatches. A report of the anomalies will be presented to Staff along with their significance and methods available to correct the mismatch and the relevance of making these corrections. Those properties that require additional research to determine if the inconsistencies result from a flex allocation should be identified and Staff will work with the Consultant on those properties.

Meeting with Staff: A kick-off meeting with Staff will be required and Staff will provide an initial list of known anomalies related to the FLUM. The GIS map layers for land use and zoning will be provided to the Consultant for further comparison and research.

2. Tasks/Deliverables

- a. Background Data and Analysis Report to include the outcome of items a-d in the Scope of Services. This document should be prepared to support the update of the goals, objectives and policies in the Comp Plan and provide the infrastructure information requested in the County/City LUPA Application. The first draft of the report should be prepared either before or after the suggested interviews and

updated to include the results of the interviews and outreach process. The final version will serve as the Data and Analysis to support the Comp Plan updates and will be transmitted along with the adopted updates to the Comp Plan GOPs. Assume a draft and final version of both the pre-outreach and post-outreach Data and Analysis report.

- b. Staff will prepare and process amendments to the Land Use, Transportation, Housing, Potable Water, Sanitary Sewer, Solid Waste, Drainage, Public Schools, Conservation, Coastal Zone, Recreation and Open Space, and Capital Improvements element GOPs based on the supporting Data and Analysis update provided by the Consultant. Staff will review the recommended GOPs in the two new elements and prepare and process any revisions to the new Intergovernmental Coordination and Climate Change Element GOPs based on the Data and Analysis provided by the Consultant. Assumptions regarding the number of drafts, meetings and schedule related to providing the data and analysis, maps, outreach process and recommended GOPs for these elements should be described in the proposer's project approach and schedule.
- c. Public Outreach and attendance at Public Hearings, including at a minimum 2 community-wide stakeholder meetings, 1 Planning and Zoning Board Workshop, 1 City Commission Workshop, 1 Planning and Zoning Board hearing and 2 City Commission hearings. Staff will handle submittal to DEO and other review agencies during the transmittal period. Typically, Broward County is one of the reviewers during the transmittal process and hearings at the County are not required for text amendments to municipal Comprehensive Plans. Staff will handle the post-adoption Future Land Use Element recertification with the Broward County Planning Council.
- d. The Future Land Use Map (FLUM) review deliverable will include a report with each potential amendment identified with details including, but not necessarily limited to:
 - (1) City/County amendment or just a City amendment;
 - (2) acreage;
 - (3) current land use and zoning;
 - (4) existing development on the site;
 - (5) proposed land use and zoning (if different);
 - (6) general concurrency assessment meaning if correcting the mismatch will cause a "paper" increase or decrease in public facility demands;
 - (7) County fee estimates to process the City/County amendments in a corrective package.

3. Resources Available

Available resources include:

- Adopted Comprehensive Plan
- Zoning Code
- Strategic Plan
- Adopted Corridor Studies for Dixie Highway, Atlantic Blvd, and Federal Highway
- City of Pompano Beach Public Art Master Plan
- City of Pompano Beach Parks and Recreation Master Plan

- City of Pompano Beach Water, Wastewater and Stormwater Master Plans
- City of Pompano Beach Complete Streets Manual
- City of Pompano Beach CPTED Manual
- Draft Sustainability Manual
- Draft Neighborhood Plans
- Lambert Advisory Economic Development Reports
- Broward NEXT
- City Housing Plans:
- Draft Affordable Housing Study
- Affordable Housing Fee Methodology Report, December 2013
- State Housing Initiative Partnership (SHIP) Program, First Amendment to Local Housing Assistance Plan, June 2015
- 2015 – 2019 Consolidated Plan, Office of Housing and Urban Improvement
- Analysis to Impediments to Fair Housing Choice, Office of Housing and Urban Improvement, June 2015
- CRA Plans:
 - East CRA Plan
 - ETOC Master Plan
 - Downtown Pompano Connectivity Plan
 - Downtown Pompano Master Plan
 - Needs Assessment for Facilities and Cultural Programming
 - Preliminary Cultural Facilities Space Planning
 - Downtown Pompano Redevelopment Market Assessment
 - Technical Assistance Panel for The City of Pompano Beach, Florida, Northwest Community Redevelopment Agency drafted by the ULI, August, 2011

Firms should have previous municipal and Broward County planning experience and, if applicable, must be licensed to practice in the State of Florida, according to any applicable Florida State Statute.

4. **Local Business Program**

On March 13, 2018, the City Commission approved Ordinance 2018-112, establishing a Local Business Program, a policy to increase the participation of City of Pompano Beach businesses in the City's procurement process.

For purposes of this solicitation, "Local Business" will be defined as follows:

- a. **TIER 1 LOCAL VENDOR.** POMPANO BEACH BUSINESS EMPLOYING POMPANO BEACH RESIDENTS. A business entity which has maintained a permanent place of business within the city limits and maintains a staffing level, within this local office, of at least ten percent who are residents of the City of Pompano Beach or includes subcontracting commitments to Local Vendors Subcontractors for at least ten percent of the contract value. The permanent place of business may not be a post office box. The business must be located in a non-residential zone, and must actually distribute goods or services from that location. The business must be staffed with full-time employees within the limits of the city. In

addition, the business must have a current business tax receipt from the City of Pompano Beach for a minimum of one year prior to the date of issuance of a bid or proposal solicitation.

- b. **TIER 2 LOCAL VENDOR.** BROWARD COUNTY BUSINESS EMPLOYING POMPANO BEACH RESIDENTS OR UTILIZING LOCAL VENDOR SUBCONTRACTORS. A business entity which has maintained a permanent place of business within Broward County and maintains a staffing level, within this local office, of at least 15% who are residents of the City of Pompano Beach or includes subcontracting commitments to Local Vendors Subcontractors for at least 20% of the contract value. The permanent place of business may not be a post office box. The business must be located in a non- residential zone, and must actually distribute goods or services from that location. The business must be staffed with full-time employees within the limits of the city. In addition, the business must have a current business tax receipt from the respective Broward County municipality for a minimum of one year prior to the date of issuance of a bid or proposal solicitation.
- c. **LOCAL VENDOR SUBCONTRACTOR.** POMPANO BEACH BUSINESS. A business entity which has maintained a permanent place of business within the city limits of the City of Pompano Beach. The permanent place of business may not be a post office box. The business must be located in a non-residential zone, and must actually distribute goods or services from that location. The business must be staffed with full-time employees within the limits of the city. In addition, the business must have a current business tax receipt from the City of Pompano Beach for a minimum of one year prior to the date of issuance of a bid or proposal solicitation.

You can view the list of City businesses that have a current Business Tax Receipt on the City's website, and locate local firms that are available to perform the work required by the bid specifications. The business information, sorted by business use classification, is posted on the webpage for the Business Tax Receipt Division: www.pompanobeachfl.gov by selecting the Pompano Beach Business Directory in the Shop Pompano! section.

The City of Pompano Beach is **strongly committed** to insuring the participation of City of Pompano Beach Businesses as contractors and subcontractors for the procurement of goods and services, including labor, materials and equipment. Proposers are required to participate in the City of Pompano Beach's Local Business Program by including, as part of their package, the Local Business Participation Form (Exhibit A,) listing the local businesses that will be used on the contract, and the Letter of Intent Form (Exhibit B) from each local business that will participate in the contract.

The required goal for this RLI is 15% for Local Vendors.

If a Prime Contractor/Vendor is not able to achieve the level of goal attainment of the contract, the Prime Vendor will be requested to demonstrate and document that good faith efforts were made to achieve the goal by providing the Local Business Unavailability Form (Exhibit C), listing firms that were contacted but not available, and

the Good Faith Effort Report (Exhibit D), describing the efforts made to include local business participation in the contract. This documentation shall be provided to the City Commission for acceptance.

The awarded proposer will be required to submit "Local Business Subcontractor Utilization Reports" during projects and after projects have been completed. The reports will be submitted to the assigned City project manager of the project. The Local Business Subcontractor Utilization Report template and instructions have been included in the bid document.

Failure to meet Local Vendor Goal commitments will result in "unsatisfactory" compliance rating. Unsatisfactory ratings may impact award of future projects if a sanction is imposed by the City Commission.

The city shall award a Local Vendor preference based upon vendors, contractors, or subcontractors who are local with a preferences follows:

For evaluation purposes, the Tier 1 and Tier 2 businesses shall be a criterion for award in this Request for Proposal (RLI). No business may qualify for more than one tier level.

a. Tier 1 business as defined by this subsection shall be granted a preference in the amount of five percent of total score.

b. Tier 2 business as defined by this subsection shall be granted a preference in the amount of two and one-half percent of total score.

5. Proposal Submission/Format Requirements

Sealed proposals shall be submitted electronically through the eBid System on or before the due date/time stated above. Proposer shall upload response as one (1) file to the eBid System. The file size for uploads is limited to 100 MB. If the file size exceeds 100 MB the response must be split and uploaded as two (2) separate files.

Information to be included in the proposal: In order to maintain comparability and expedite the review process, it is required that proposals be organized in the manner specified below, with the sections clearly labeled:

Title page:

Show the project name and number, the name of the Proposer's firm, address, telephone number, name of contact person and the date.

Table of Contents:

Include a clear identification of the material by section and by page.

Letter of Interest:

A Letter of Interest, signed by an authorized representative of your firm, expressing your understanding of the project and expressing a positive commitment to provide the services described herein. In the letter, include:

- complete corporate name of the primary firm responding
- applicable Federal Tax Identification Number
- address
- telephone and fax numbers
- name, title, and email of the person to contact regarding your submission

NOTE: Please limit the above Letter of Interest to two pages.

Technical Approach:

Firms or teams shall submit their technical approach to the tasks described in the scope, including details of how each phase of the project will be completed, and how their firm proposes to maintain time schedules and cost controls.

Schedule:

Proposer shall provide a timeline that highlights proposed tasks that will meet all applicable deadlines.

Project Team Form:

Submit a completed "Project Team" form. The purpose of this form is to identify the key members of your team, including any specialty subconsultants.

Organizational Chart:

Specifically identify the management plan (if needed) and provide an organizational chart for the team. The proposer must describe at a minimum, the basic approach to these projects, to include reporting hierarchy of staff and sub-consultants, clarify the individual(s) responsible for the coordination of separate components of the scope of services.

Statement of Skills and Experience of Project Team:

Describe the experience of the entire project team as it relates to the types of projects described in the Scope section of this RLI. Include the experience of the prime consultants as well as other members of the project team; i.e., additional personnel, sub-consultants, branch office, team members, and other resources anticipated to be utilized for this project. Name specific projects (successfully completed within the past five years) where the team members have performed similar projects previously.

Resumes of Key Personnel

Include resumes for key personnel for prime and subconsultants.

References:

References for no more than three past projects in the tri-county area (Broward, Palm Beach, and Miami-Dade.) Describe the scope of each project in physical terms and by cost, describe the respondent's responsibilities, and provide the contact information (name, email, telephone number) of an individual in a position of responsibility who can attest to respondent's activities in relation to the project.

List any prior projects performed for the City of Pompano Beach.

Office Locations:

Identify the location of the office from which services will be rendered, and the number of professional and administrative staff at the prime office location. Also identify the location of office(s) of the prime and/or sub consultants that may be utilized to support any or all of the professional services listed above and the number of professional and administrative staff at the prime office location.

If firms are situated outside the local area, (Broward, Palm Beach, and Miami-Dade counties) include a brief statement as to whether the firm will arrange for a local office during the term of the contract, if necessary.

Local Businesses:

Completed Local Business program forms, Exhibits A-D.

Minority Business Enterprises:

It is the intent of the City of Pompano Beach to encourage minority and women owned firms to participate in the process. The methods by which this is accomplished should be developed and presented by the respondents in their submissions.

For any member of your team that is a certified Minority Business Enterprise (as defined by the State of Florida) you must include copies of their certifications for them to be considered toward Item 4 in the evaluation criteria. Complete Exhibit E and include all certificates in your electronic submittal.

Litigation:

Disclose any litigation within the past five (5) years arising out your firm's performance, including status/outcome.

City Forms:

Responses should include all City forms as stated above. Required forms must be completed and submitted electronically through the City's eBid System.

6. Insurance

The insurance described herein reflects the insurance requirements deemed necessary for this contract by the City. It is not necessary to have this level of insurance in effect at the time of submittal, but certificates indicating that the insurance is currently carried or a letter from the Carrier indicating upgrade ability will speed the review process to determine the most qualified Proposer.

The successful Proposer(s) shall not commence operations until certification or proof of insurance, detailing terms and provisions of coverage, has been received and approved by the City of Pompano Beach Risk Manager.

The following insurance coverage shall be required.

- a. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440, regardless of the size of the company (number of employees). The Contractor further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.

b. Liability Insurance

- 1) Naming the City of Pompano Beach as an additional insured, on General Liability Insurance only, in connection with work being done under this contract.
- 2) Such Liability insurance shall include the following checked types of insurance and indicated minimum policy limits.

LIMITS OF LIABILITY

Type of Insurance	each occurrence	aggregate
GENERAL LIABILITY: <i>MINIMUM \$1,000,000 per OCCURRENCE/\$2,000,000 AGGREGATE</i>		
* Policy to be written on a per claim incurred basis		
XX comprehensive form		
XX premises - operations	bodily injury	
— explosion & collapse		
— hazard	property damage	
— underground hazard		
— products/completed		
— operations hazard	bodily injury and	
XX contractual insurance	property damage	
XX broad form property	combined	
— damage		
XX independent contractors		
XX personal injury	personal injury	

AUTOMOBILE LIABILITY: *MINIMUM \$1,000,000 per OCCURRENCE/\$2,000,000 AGGREGATE*

	bodily injury	
	(each person)	
	bodily injury	
XX comprehensive form	(each accident)	
XX owned	property damage	
XX hired	bodily injury and	
XX non-owned	property damage	
	combined	

REAL & PERSONAL PROPERTY

XX comprehensive form Consultant must show proof they have this coverage.

EXCESS LIABILITY

XX	umbrella form	bodily injury and property damage		
XX	other than umbrella	combined	\$2,000,000.	\$2,000,000.

XX **PROFESSIONAL LIABILITY** \$2,000,000. \$2,000,000.

* Policy to be written on a per claims made basis

The certification or proof of insurance must contain a provision for notification to the City, and the City's contracted law enforcement provider if applicable, thirty (30) days in advance of any material change in coverage or cancellation.

The successful Proposer shall furnish to the City the certification or proof of insurance required by the provisions set forth above, within ten (10) days after notification of award of contract.

7. Selection/Evaluation Process

A Selection/Evaluation Committee will be appointed to select the most qualified firm(s). The Selection/Evaluation Committee will present their findings to the City Commission.

The Committee will rank responses based upon the following criteria.

	<u>Criteria</u>	<u>Point Range</u>
1	Experience and Expertise <ul style="list-style-type: none">• Previous related work experience and qualifications of personnel assigned in comprehensive planning in Broward County, comprehensive planning in Florida, and comprehensive planning in coastal communities.• Previous related work experience and qualifications of personnel assigned in preparation of Comprehensive Plan Updates• Demonstrates a clear understanding of scope of work and other technical or legal issues related to the project.• Previous work experience in public outreach related to Comprehensive Planning.	0-35
2	References <ul style="list-style-type: none">• History and performance of firm/project team on similar projects.• References and recommendations from previous clients.	0-15
3	Resources and Methodology <ul style="list-style-type: none">• Adequacy of amount of quality resources assigned to the project.• Overall approach to project.• Consideration of services provided and approach to meeting goals and deadlines.	0-40
4	Minority/Small Business	0-5

Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)

5 Tier 1/Tier 2 Local Business

0-5

- 2.5 points for Tier 2 and 5 points for Tier 1

0-100

Value of Work Previously Awarded to Firm (Tie-breaker) - In the event of a tie, the firm with the lowest value of work as a prime contractor on City of Pompano Beach projects within the last five years will receive the higher ranking, the firm with the next lowest value of work shall receive the next highest ranking, and so on. The analysis of past work will be based on the City's Purchase Order and payment records.

The Committee has the option to use the above criteria for the initial ranking to short-list Proposers and to use an ordinal ranking system to score short-listed Proposers following presentations (if deemed necessary) with a score of "1" assigned to the short-listed Proposer deemed most qualified by the Committee.

Each firm should submit documentation that evidences the firm's capability to provide the services required for the Committee's review for short listing purposes. After an initial review of the Proposals, the City may invite Proposers for an interview to discuss the proposal and meet firm representatives, particularly key personnel assigned to the project. Should interviews be deemed necessary, it is understood that the City shall incur no costs as a result of this interview, nor bear any obligation in further consideration of the submittal.

When more than three responses are received, the committee shall furnish the City Commission (for their approval) a listing, in ranked order, of no fewer than three firms deemed to be the most highly qualified to perform the service. If three or less firms respond to the RLI, the list will contain the ranking of all responses.

The City Commission has the authority to (including, but not limited to); approve the recommendation; reject the recommendation and direct staff to re-advertise the solicitation; or, review the responses themselves and/or request oral presentations and determine a ranking order that may be the same or different from what was originally presented to the City Commission.

8. Hold Harmless and Indemnification

Proposer covenants and agrees that it will indemnify and hold harmless the City and all of its officers, agents, and employees from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Proposer, whether direct or indirect, or whether to any person or property to which the City or said parties may be subject, except that neither the Proposer nor any of its subcontractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused by or resulting from the sole negligence of the City or any of its officers, agents or employees.

9. Retention of Records and Right to Access

The selected firm shall maintain during the term of the contract all books of account, receipt invoices, reports and records in accordance with generally accepted accounting practices and standards. The form of all records and reports shall be subject to the approval of the City's Internal Auditor. The selected firm must comply with the Internal Auditor's recommendation for changes, additions, or deletions. The City's Internal Auditor must be permitted during normal business hours to audit and examine the books of account, reports, and records relating to this contract. The selected firm shall maintain and make available such records and files for the duration of the contract and retain them until the expiration of three years after final payment under the contract.

10. Communications

No negotiations, decisions, or actions shall be initiated or executed by the firm as a result of any discussions with any City employee. Only those communications, which are in writing from the City, may be considered as a duly authorized expression on behalf of the City. In addition, only communications from firms that are signed and in writing will be recognized by the City as duly authorized expressions on behalf of firms.

11. No Discrimination

There shall be no discrimination as to race, sex, color, age, religion, or national origin in the operations conducted under any contract with the City.

12. Independent Contractor

The selected firm will conduct business as an independent contractor under the terms of this contract. Personnel services provided by the firm shall be by employees of the firm and subject to supervision by the firm, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this agreement shall be those of the firm.

13. Staff Assignment

The City of Pompano Beach reserves the right to approve or reject, for any reasons, Proposer's staff assigned to this project at any time. Background checks may be required.

14. Contract Terms

The contract resulting from this RLI shall include, but not be limited to the following terms:

The contract shall include as a minimum, the entirety of this RLI document, together with the successful Proposer's proposal. Contract shall be prepared by the City of Pompano Beach City Attorney.

If the City of Pompano Beach defends any claim, demand, cause of action, or lawsuit arising out of any act, action, negligent acts or negligent omissions, or willful misconduct

of the contractor, its employees, agents or servants during the performance of the contract, whether directly or indirectly, contractor agrees to reimburse the City of Pompano Beach for all expenses, attorney's fees, and court costs incurred in defending such claim, cause of action or lawsuit.

15. Waiver

It is agreed that no waiver or modification of the contract resulting from this RLI, or of any covenant, condition or limitation contained in it shall be valid unless it is in writing and duly executed by the party to be charged with it, and that no evidence of any waiver or modification shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties arising out of or affecting this contract, or the right or obligations of any party under it, unless such waiver or modification is in writing, duly executed as above. The parties agree that the provisions of this paragraph may not be waived except by a duly executed writing.

16. Survivorship Rights

This contract resulting from this RLI shall be binding on and inure to the benefit of the respective parties and their executors, administrators, heirs, personal representative, successors and assigns.

17. Termination

The contract resulting from this RLI may be terminated by the City of Pompano Beach without cause upon providing contractor with a least sixty (60) days prior written notice.

Should either party fail to perform any of its obligations under the contract resulting from this RLI for a period of thirty (30) days after receipt of written notice of such failure, the non-defaulting party will have the right to terminate the contract immediately upon delivery of written notice to the defaulting party of its election to do so. The foregoing rights of termination are in addition to any other rights and remedies that such party may have.

18. Manner of Performance

Proposer agrees to perform its duties and obligations under the contract resulting from this RLI in a professional manner and in accordance with all applicable local, federal and state laws, rules and regulations.

Proposer agrees that the services provided under the contract resulting from this RLI shall be provided by employees that are educated, trained and experienced, certified and licensed in all areas encompassed within their designated duties. Proposer agrees to furnish the City of Pompano Beach with all documentation, certification, authorization, license, permit, or registration currently required by applicable laws or rules and regulations. Proposer further certifies that it and its employees are now in and will maintain good standing with such governmental agencies and that it and its employees will keep all license, permits, registration, authorization or certification required by applicable laws or regulations in full force and effect during the term of this contract.

Failure of Proposer to comply with this paragraph shall constitute a material breach of contract.

19. Acceptance Period

Proposals submitted in response to this RLI must be valid for a period no less than ninety (90) days from the closing date of this solicitation.

20. RLI Conditions and Provisions

The completed proposal (together with all required attachments) must be submitted electronically to City on or before the time and date stated herein. All Proposers, by electronic submission of a proposal, shall agree to comply with all of the conditions, requirements and instructions of this RLI as stated or implied herein. All proposals and supporting materials submitted will become the property of the City.

Proposer's response shall not contain any alteration to the document posted other than entering data in spaces provided or including attachments as necessary. By submission of a response, Proposer affirms that a complete set of bid documents was obtained from the eBid System or from the Purchasing Division only and no alteration of any kind has been made to the solicitation. Exceptions or deviations to this solicitation may not be added after the submittal date.

All Proposers are required to provide all information requested in this RLI. Failure to do so may result in disqualification of the proposal.

The City reserves the right to postpone or cancel this RLI, or reject all proposals, if in its sole discretion it deems it to be in the best interest of the City to do so.

The City reserves the right to waive any technical or formal errors or omissions and to reject all proposals, or to award contract for the items herein, in part or whole, if it is determined to be in the best interests of the City to do so.

The City shall not be liable for any costs incurred by the Proposer in the preparation of proposals or for any work performed in connection therein.

21. Standard Provisions

a. Governing Law

Any agreement resulting from this RLI shall be governed by the laws of the State of Florida, and the venue for any legal action relating to such agreement will be in Broward County, Florida.

b. Licenses

In order to perform public work, the successful Proposer shall:
Be licensed to do business in Florida, if an entity, and hold or obtain such Contractor' and Business Licenses if required by State Statutes or local ordinances.

c. Conflict Of Interest

For purposes of determining any possible conflict of interest, each Proposer must disclose if any Elected Official, Appointed Official, or City Employee is also an owner, corporate officer, or an employee of the firm. If any Elected Official, Appointed Official, or City Employee is an owner, corporate officer, or an employee, the Proposer must file a statement with the Broward County Supervisor of Elections pursuant to §112.313, Florida Statutes.

d. Drug Free Workplace

The selected firm(s) will be required to verify they will operate a "Drug Free Workplace" as set forth in Florida Statute, 287.087.

e. Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

f. Patent Fees, Royalties, And Licenses

If the selected Proposer requires or desires to use any design, trademark, device, material or process covered by letters of patent or copyright, the selected Proposer and his surety shall indemnify and hold harmless the City from any and all claims for infringement by reason of the use of any such patented design, device, trademark, copyright, material or process in connection with the work agreed to be performed and shall indemnify the City from any cost, expense, royalty or damage which the City may be obligated to pay by reason of any infringement at any time during or after completion of the work.

g. Familiarity With Laws

It is assumed the selected firm(s) will be familiar with all federal, state and local laws, ordinances, rules and regulations that may affect its services pursuant to this RLI. Ignorance on the part of the firm will in no way relieve the firm from responsibility.

h. Withdrawal Of Proposals

A firm may withdraw its proposal without prejudice no later than the advertised deadline for submission of proposals by written communication to the General

Services Department, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida 33060.

i. Composition of Project Team

Firms are required to commit that the principals and personnel named in the proposal will perform the services throughout the contractual term unless otherwise provided for by way of a negotiated contract or written amendment to same executed by both parties. No diversion or substitution of principals or personnel will be allowed unless a written request that sets forth the qualifications and experience of the proposed replacement(s) is submitted to and approved by the City in writing.

j. Invoicing/Payment

All invoices should be sent to City of Pompano Beach, Accounts Payable, P.O. Drawer 1300, Pompano Beach, Florida, 33061. In accordance with Florida Statutes, Chapter 218, payment will be made within 45 days after receipt of a proper invoice.

k. Public Records

1. The City of Pompano Beach is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law, as amended. Specifically, the Contractor shall:

- a. Keep and maintain public records required by the City in order to perform the service;
- b. Upon request from the City's custodian of public records, provide the City with a copy of requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law;
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the City; and
- d. Upon completion of the contract, transfer, at no cost to the City, all public records in possession of the Contractor, or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be

provided to the City, upon request from the City's custodian of public records in a format that is compatible with the information technology systems of the City.

2. Failure of the Contractor to provide the above described public records to the City within a reasonable time may subject Contractor to penalties under 119.10, Florida Statutes, as amended.

PUBLIC RECORDS CUSTODIAN

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

CITY CLERK

100 W. Atlantic Blvd., Suite 253

Pompano Beach, Florida 33060

(954) 786-4611

RecordsCustodian@copbfl.com

22. Questions and Communication

All questions regarding the RLI are to be submitted using the Questions feature in the eBid System. Questions must be received at least seven (7) calendar days before the scheduled solicitation opening. Oral and other interpretations or clarifications will be without legal effect. Addenda will be posted to the RLI solicitation in the eBid System, and it is the Proposer's responsibility to obtain all addenda before submitting a response to the solicitation.

23. Addenda

The issuance of a written addendum or posting of an answer in response to a question submitted using the Questions feature in the eBid System are the only official methods whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this RFP solicitation the addendum will be issued via the eBid System. It shall be the responsibility of each Proposer, prior to submitting their response, to contact the City Purchasing Office at (954) 786-4098 to determine if addenda were issued and to make such addenda a part of their proposal. Addenda will be posted to the RLI solicitation in the eBid System.

24. Contractor Performance Report

The City will utilize the Contractor Performance Report to monitor and record the successful proposer's performance for the work specified by the contract. The Contractor Performance Report has been included as an exhibit to this solicitation.

**COMPLETE THE PROJECT TEAM FORM ON THE ATTACHMENTS TAB IN THE EBID SYSTEM.
 PROPOSERS ARE TO COMPLETE FORM IN ITS ENTIRITY AND INCLUDE THE FORM IN YOUR PROPOSAL
 THAT MUST BE UPLOADED TO THE RESPONSE ATTACHMENTS TAB FOR THE RLI IN THE EBID
 SYSTEM.**

PROJECT TEAM

RLI NUMBER _____

Federal I.D.# _____

PRIME

Role	Name of Individual Assigned to Project	Number of Years Experience	Education, Degrees
Principal-In-Charge	_____	_____	_____
Project Manager	_____	_____	_____
Asst. Project Manager	_____	_____	_____
Other Key Member	_____	_____	_____
Other Key Member	_____	_____	_____

SUB-CONSULTANT

Role	Company Name and Address of Office Handling This Project	Name of Individual Assigned to the Project
Surveying/Mapping	_____	_____
	_____	_____
Public Outreach	_____	_____
	_____	_____
Engineering	_____	_____
Transportation	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____

Exhibit – Contractor Performance Report



**City of Pompano Beach, Purchasing Division
1190 N.E. 3rd Avenue, Building C
Pompano Beach, Florida, 33060**

**CITY OF POMPANO BEACH
CONTRACTOR PERFORMANCE REPORT**

1. Report Period: from _____ to _____
2. Contract Period: from _____ to _____
3. Bid# & or P.O.#: _____
4. Contractor Name: _____
5. City Department: _____
6. Project Manager: _____
7. Scope of Work (Service Deliverables): _____

Exhibit – Contractor Performance Report

CATEGORY	RATING	COMMENTS
1. Quality Assurance/Quality Control - Product/Services of high quality - Proper oversight - Communication	Poor =1 Satisfactory =2 Excellent =3	
2. Record Keeping -Accurate record keeping -Proper invoicing -Testing results complete	Poor =1 Satisfactory =2 Excellent =3	
3. Close-Out Activities - Restoration/Cleanup - Deliverables met - Punch list items addressed	Poor =1 Satisfactory =2 Excellent =3	
4. Customer Service - City Personnel and Residents - Response time - Communication	Poor =1 Satisfactory =2 Excellent =3	
5. Cost Control - Monitoring subcontractors - Change-orders - Meeting budget	Poor =1 Satisfactory =2 Excellent =3	
6. Construction Schedule - Adherence to schedule - Time-extensions - Efficient use of resources	Poor =1 Satisfactory =2 Excellent =3	
SCORE	_____	ADD ABOVE RATINGS/DIVIDE TOTAL BY NUMBER OF CATEGORIES BEING RATED

RATINGS

Poor Performance (1.0 – 1.59): Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customers somewhat satisfied.

Satisfactory Performance (1.6 – 2.59): Generally responsive, effective and/or efficient; delays are excusable and/or results in minor program adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.

Excellent Performance (2.6 – 3.0): Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal direction; customers expectations are exceeded.

Please attach any supporting documents to this report to substantiate the ratings that have been provided.

Comments, corrective actions etc., use additional page if necessary:

[illegible]

REQUESTED INFORMATION BELOW IS ON THE MINORITY BUSINESS ENTERPRISE PARTICIPATION FORM ON THE BID ATTACHMENTS TAB. BIDDERS ARE TO COMPLETE FORM IN ITS ENTIRITY AND UPLOAD COMPLETED FORM TO THE EBID SYSTEM

EXHIBIT E

MINORITY BUSINESS ENTERPRISE PARTICIPATION

RLI # _____

List all members of your team that are a certified Minority Business Enterprise (as defined by the State of Florida.) You must include copies of the MBE certificates for each firm listed with your electronic submittal.

Name of Firm	Certificate Included?