

## MEMORANDUM

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Purchasing #19-043

July 11, 2019

To: Gregory P. Harrison, City Manager

Through: Otis J. Thomas, General Services Director

From: Jill Klaskin Press, Purchasing Supervisor

Subject: Background for RFP P-32-19, (CRA) MLK Sale/Lease Commercial Space

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### Contract Need/Background

A Request for Proposals (RFP), P-32-19 was issued to invite qualified individuals or commercial businesses to submit proposals to operate their business in the recently renovated building located at 737 Dr. Martin Luther King Boulevard in the Northwest CRA District of the City of Pompano Beach. Kimberly Vazquez, CRA Project Manager provided the project scope of services.

### Notice List

The Notice List was created by using companies suggested by the requesting department, companies that have responded to prior solicitations, companies that have registered in the eBid System, and companies from appropriate listings in other source books.

Number of firms submitting responsive proposals - 5

### Advertising

The RFP was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFP was also posted on the City's eBid System for download by interested firms and sent to all registered bidders by email.

### Selection/Evaluation Committee

Five (5) responses were received to the solicitation. The Selection/Evaluation Committee met on July 11, 2019 to review and evaluate the responses. This meeting was posted as a "Public Meeting." The five (5) responses were reviewed and scored, and the Committee determined that the highest ranked firm, West Construction, Inc., would be recommended for the contract negotiation phase of the solicitation process. Copies of the minutes, voting matrix and scoring sheets, are attached.

### Market Research

The General Services Department conducted outreach to twenty-two (22) local Pompano Beach firms to inform them of the solicitation.

Recommendation

The recommendation from the Selection/Evaluation Committee to the CRA Board of Commissioners is to approve the ranking order, and authorize the City staff to negotiate a contract with the highest ranked firm, West Construction, Inc. Further authorization is requested to continue with the succeeding ranked firm should an impasse occur in the negotiations with the recommended firm.

Attachments

cc: file