

M E M O R A N D U M

Purchasing #15-048
February 17, 2015

To: Dennis W. Beach, City Manager

From: Otis J. Thomas, General Services Director *O.T.*

Subject: Background T-19-15, Planning and Design Services for Old Pompano Area Improvements

Contract Need/Background

A Request for Letters of Interest, T-19-15 was issued to select a firm to provide professional engineering, planning, architecture, and landscape architecture services to the City for Old Pompano Area Improvements. The CRA Department, Horacio Danovich provided the scope of services.

Mailing List

The mailing list for this project was created by using companies suggested by the requesting department, companies that have responded to prior bids, companies that have requested their names be placed on the mailing list, and companies from appropriate listings in other sources.

Number of firms submitting proposals.....5

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 web page for download by interested firms.

Selection/Evaluation Committee

Five responses were received to the solicitation. The Selection/Evaluation Committee met on February 13th (in a public meeting) to review and evaluate the responses. All responses were scored, and the Committee decided that oral presentations would not be required as the scoring results showed sufficient distinction between the responding firms. Copies of the minutes, voting matrix, and scoring sheets are attached.

Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order, and authorize the City staff to negotiate a contract with the highest ranked firm Chen Moore and Associates, with additional authorization to negotiate with succeeding ranked firms should an impasse occur in the negotiations with the recommended firm.

enclosures
cc: file

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RLI #T-19-15
PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS**

**Purchasing Conference Room
2:00 p.m. 2/13/15**

The committee consisted of the following voting members:

Juan Ayala, CRA Engineer
Hal Beard, Assistant Public Works Director
Randy Brown, Utilities Director
Jennifer Gomez, Assistant Development Services Director
Mark Korman, Program Compliance Manager

Non-voting members:

Otis J. Thomas, General Services Director

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide professional engineering, planning, architecture, and landscape architecture services to the City for Old Pompano Area Improvements. This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website. Five firms submitted responses to the City's Request for Letters of Interest.

Randy Brown led the technical discussion. The Purchasing Representative reviewed evaluation procedures and distributed Conflict of Interest Statements for completion by all voting members.

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)	Chen Moore and Associates.....	381
2)	R.J. Behar & Company, Inc.....	375
3)	Bermello Ajimil & Partners.....	360
4)	Craven Thompson & Associates, Inc.....	349
5)	TBG Partners.....	319

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. An agenda item will be prepared to present the ranking to the City Commission for their approval to negotiate a contract with the highest-ranked firm, Chen Moore and Associates.

The meeting adjourned at approximately 3:00 p.m.

Analysis Comparison, Ranking 2/13/15, T-19-15 Planning and Design Services for Old Pompano Area Improvements

	Total Potential Points	Chen Moore and Associates	R.J. Behar & Company, Inc.	Bermello Ajamil & Partners, Inc.	Craven Thompson & Associates, Inc.	TBG Partners
Committee Member	Potential Points					
Juan Ayala						
Prior Experience	0-40	21	28	28	28	28
Qualifications of Personnel	0-30	26	26	24	26	28
Technical Approach	0-20	16	16	16	17	17
Certified Minority Business Enterprise	0-10	6	6	2	2	1
	Total =	69	76	70	73	74

	Potential Points					
Committee Member	Potential Points					
Hal Beard						
Prior Experience	0-40	30	28	35	25	25
Qualifications of Personnel	0-30	23	27	28	20	21
Technical Approach	0-20	15	15	19	18	18
Certified Minority Business Enterprise	0-10	6	6	2	2	1
	Total =	74	76	84	65	65

	Potential Points					
Committee Member	Potential Points					
Randy Brown						
Prior Experience	0-40	35	20	15	20	15
Qualifications of Personnel	0-30	25	20	15	20	10
Technical Approach	0-20	15	15	10	15	10
Certified Minority Business Enterprise	0-10	6	6	2	2	1
	Total =	81	61	42	57	36

Analysis Comparison, Ranking 2/13/15, T-19-15 Planning and Design Services for Old Pompano Area Improvements

	Total Potential Points	Chen Moore and Associates	R.J. Behar & Company, Inc.	Bermello Ajamil & Partners, Inc.	Craven Thompson & Associates, Inc.	TBG Partners
Committee Member	Potential Points					
<u>Jennifer Gomez</u>						
Prior Experience	0-40	32	32	35	32	32
Qualifications of Personnel	0-30	25	25	27	25	25
Technical Approach	0-20	15	18	18	18	15
Certified Minority Business Enterprise	0-10	6	6	2	2	1
	Total =	78	81	82	77	73

Committee Member	Potential Points					
<u>Mark Korman</u>						
Prior Experience	0-40	28	25	30	25	25
Qualifications of Personnel	0-30	30	30	30	30	25
Technical Approach	0-20	15	20	20	20	20
Certified Minority Business Enterprise	0-10	6	6	2	2	1
	Total =	79	81	82	77	71

Analysis Comparison, Ranking 2/13/15, T-19-15 Planning and Design Services for Old Pompano Area Improvements

	Total Potential Points	Chen Moore and Associates	R.J. Behar & Company, Inc.	Bermello Ajamil & Partners, Inc.	Craven Thompson & Associates, Inc.	TBG Partners
Committee Members (Average)						
Prior Experience	0-40	29	27	29	26	25
Qualifications of Personnel	0-30	26	26	25	24	22
Technical Approach	0-20	15	17	17	18	16
Certified Minority Business Enterprise	0-10	6	6	2	2	1
	Average Score =	76	75	72	70	64
Committee Members (Total)						
Prior Experience	0-200	146	133	143	130	125
Qualifications of Personnel	0-150	129	128	124	121	109
Technical Approach	0-100	76	84	83	88	80
Certified Minority Business Enterprise	0-50	30	30	10	10	5
	Grand Total=	381	375	360	349	319
	Ranking	1	2	3	4	5

CITY OF POMPANO BEACH

RESPONSES

RLI T-19-15

Planning and Design Services for Old Pompano Area Improvements

2/13/2015

<u>Company Responding:</u>	<u>Address</u>	<u>City, State, Zip</u>
Bermello Ajamil & Partners, Inc.	900 SE 3rd Avenue - Ste 203	Ft. Lauderdale, FL 33316
Chen Moore & Associates	500 W. Cypress Creek Road - Ste 630	Ft. Lauderdale, FL 33309
Craven Thompson & Associates Inc	3563 NW 53rd Street	Ft. Lauderdale, FL 33309
R.J. Behar & Company Inc.	6861 SW 196th Avenue - Ste 302	Pembroke Pines, FL 33332
TBG Partners	200 SW 1st Avenue - Ste 103	Ft. Lauderdale, FL 33301

EVALUATION CRITERIA
RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

VENDOR NAME: Bermello Ajamil & Partners

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
	Prior experience of the firm with projects of similar size and complexity:		
1.	a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance	0-40	28
	Qualifications of personnel including sub consultants:		
2.	a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc.	0-30	24
	Technical approach to perform the tasks described in the Scope of Services:		
3.	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-20	16
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	2
	Total	0-100	70

List the reasons for this evaluation (justify the rating/scoring):

GOOD EXPERIENCE WITH THE CITY OF P.B.
NOT ~~ANY~~ REFERENCES TO 108 LOANS PROJECTS.


Signature of Evaluator

2/13/15
Date

JUAN C. AYALA
Printed Name

EVALUATION CRITERIA
RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

VENDOR NAME: Chen Moore & Associates

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
	Prior experience of the firm with projects of similar size and complexity:		
1.	a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance	0-40	21
	Qualifications of personnel including sub consultants:		
2.	a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc.	0-30	26
	Technical approach to perform the tasks described in the Scope of Services:		
3.	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-20	16
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	6
	Total	0-100	69

List the reasons for this evaluation (justify the rating/scoring):

RATING BASED ON EXPERIENCE, IN COMPARISON TO OTHER
SUBMITTALS, NOT A CLEAR SCHEDULE
NO REFERENCE TO 108 LOANS PROJECTS.

[Signature]
Signature of Evaluator

2/13/15
Date

JUAN C AYALA
Printed Name

EVALUATION CRITERIA
RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

VENDOR NAME: Craven Thompson & Associates

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
	Prior experience of the firm with projects of similar size and complexity:		
1.	a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance	0-40	28
	Qualifications of personnel including sub consultants:		
2.	a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc.	0-30	26
	Technical approach to perform the tasks described in the Scope of Services:		
3.	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-20	17
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	2
	Total	0-100	72

List the reasons for this evaluation (justify the rating/scoring):

GOOD EXPERIENCE ON SIMILAR PROJECTS.

NO REFERENCE TO 108 LOANS PROJECTS

[Signature]
Signature of Evaluator

2/13/15
Date

JUAN C AYALA
Printed Name

EVALUATION CRITERIA
RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

VENDOR NAME: R. J. Behar & Company

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
	Prior experience of the firm with projects of similar size and complexity:		
1.	a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance	0-40	28
	Qualifications of personnel including sub consultants:		
2.	a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc.	0-30	26
	Technical approach to perform the tasks described in the Scope of Services:		
3.	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-20	16
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	6
	Total	0-100	76

List the reasons for this evaluation (justify the rating/scoring):

GOOD EXPERIENCE & TECHNICAL APPROACH.


Signature of Evaluator

2/13/15
Date

JUAN C. AMATA
Printed Name

EVALUATION CRITERIA

RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

VENDOR NAME: TBG Partners

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
	Prior experience of the firm with projects of similar size and complexity:		
1.	a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance	0-40	28
	Qualifications of personnel including sub consultants:		
2.	a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc.	0-30	28
	Technical approach to perform the tasks described in the Scope of Services:		
3.	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-20	17
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	1
	Total	0-100	74

List the reasons for this evaluation (justify the rating/scoring):

GOOD EXPERIENCE & APPROACH TO SIMILAR PROJECTS.
NOT SO MUCH EXPERIENCE WITH INFRASTRUCTURE

[Signature]
Signature of Evaluator

2/13/15
Date

Juan C. Ayala
Printed Name

EVALUATION CRITERIA
RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

VENDOR NAME: BERMELO AJAMIL

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
	Prior experience of the firm with projects of similar size and complexity:		
1.	a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance	0-40	35
	Qualifications of personnel including sub consultants:		
2.	a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc.	0-30	28
	Technical approach to perform the tasks described in the Scope of Services:		
3.	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-20	19
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	<u>2</u>
	Total	0-100	84

List the reasons for this evaluation (justify the rating/scoring):

Harold Beard 2/13/15 HAROLD BEARD
 Signature of Evaluator Date Printed Name

Evaluation Criteria

RFP T-19-15 Planning and Design Services for Old Pompano Area Improvements

February 13, 2015

List the reasons for this evaluation (justify the rating/scoring)

Bermello Ajamil & Partners, Inc.

- Had the most Pompano Beach projects similar to Old Pompano Area Improvements
- Extensive streetscape experience.
- Submittal was thorough and technical approach was comprehensive.

Chen –Moore & Associates

- Extensive utility and infrastructure experience.
- Familiar with Pompano Beach storm water and utilities.
- Good references.

Craven Thompson & Associates, Inc.

- Primarily a civil engineering and survey firm.
- One referenced project in Pompano Beach.
- Some streetscape references.

R.J. Behar & Company, Inc.

- Good submittal and technical approach.
- Little streetscape experience in Pompano Beach.
- Extensive utility and infrastructure experience.

TBG Partners

- Good landscaping and design credentials.
- Lacking the utility and infrastructure experience.
- Primarily a landscaping and urban aesthetic firm.

EVALUATION CRITERIA

RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

VENDOR NAME: CHEN-MOORE

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
	Prior experience of the firm with projects of similar size and complexity:		
1.	a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance	0-40	30
	Qualifications of personnel including sub consultants:		
2.	a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc.	0-30	23
	Technical approach to perform the tasks described in the Scope of Services:		
3.	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-20	15
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	6
	Total	0-100	74

List the reasons for this evaluation (justify the rating/scoring):

Harold Beard
Signature of Evaluator

2/13/15
Date

HAROLD BEARD
Printed Name

Evaluation Criteria

RFP T-19-15 Planning and Design Services for Old Pompano Area Improvements

February 13, 2015

List the reasons for this evaluation (justify the rating/scoring)

Bermello Ajamil & Partners, Inc.

- Had the most Pompano Beach projects similar to Old Pompano Area Improvements
- Extensive streetscape experience.
- Submittal was thorough and technical approach was comprehensive.

Chen –Moore & Associates

- Extensive utility and infrastructure experience.
- Familiar with Pompano Beach storm water and utilities.
- Good references.

Craven Thompson & Associates, Inc.

- Primarily a civil engineering and survey firm.
- One referenced project in Pompano Beach.
- Some streetscape references.

R.J. Behar & Company, Inc.

- Good submittal and technical approach.
- Little streetscape experience in Pompano Beach.
- Extensive utility and infrastructure experience.

TBG Partners

- Good landscaping and design credentials.
- Lacking the utility and infrastructure experience.
- Primarily a landscaping and urban aesthetic firm.

EVALUATION CRITERIA

RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

VENDOR NAME: CRAVEN T HOMPSON

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
	Prior experience of the firm with projects of similar size and complexity:		
1.	a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance	0-40	25
	Qualifications of personnel including sub consultants:		
2.	a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc.	0-30	20
	Technical approach to perform the tasks described in the Scope of Services:		
3.	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-20	18
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	2
	Total	0-100	65

List the reasons for this evaluation (justify the rating/scoring):

Harold Beard 2/13/15 HAROLD BEARD
 Signature of Evaluator Date Printed Name

Evaluation Criteria

RFP T-19-15 Planning and Design Services for Old Pompano Area Improvements

February 13, 2015

List the reasons for this evaluation (justify the rating/scoring)

Bermello Ajamil & Partners, Inc.

- Had the most Pompano Beach projects similar to Old Pompano Area Improvements
- Extensive streetscape experience.
- Submittal was thorough and technical approach was comprehensive.

Chen –Moore & Associates

- Extensive utility and infrastructure experience.
- Familiar with Pompano Beach storm water and utilities.
- Good references.

Craven Thompson & Associates, Inc.

- Primarily a civil engineering and survey firm.
- One referenced project in Pompano Beach.
- Some streetscape references.

R.J. Behar & Company, Inc.

- Good submittal and technical approach.
- Little streetscape experience in Pompano Beach.
- Extensive utility and infrastructure experience.

TBG Partners

- Good landscaping and design credentials.
- Lacking the utility and infrastructure experience.
- Primarily a landscaping and urban aesthetic firm.

EVALUATION CRITERIA

RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

VENDOR NAME: R. J. BELHAR + COMPANY

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
	Prior experience of the firm with projects of similar size and complexity:		
1.	a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance	0-40	28
	Qualifications of personnel including sub consultants:		
2.	a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc.	0-30	27
	Technical approach to perform the tasks described in the Scope of Services:		
3.	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-20	15
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	6
	Total	0-100	76

List the reasons for this evaluation (justify the rating/scoring):

Harold Beard
Signature of Evaluator

2/13/15
Date

HAROLD BEARD
Printed Name

Evaluation Criteria

RFP T-19-15 Planning and Design Services for Old Pompano Area Improvements

February 13, 2015

List the reasons for this evaluation (justify the rating/scoring)

Bermello Ajamil & Partners, Inc.

- Had the most Pompano Beach projects similar to Old Pompano Area Improvements
- Extensive streetscape experience.
- Submittal was thorough and technical approach was comprehensive.

Chen –Moore & Associates

- Extensive utility and infrastructure experience.
- Familiar with Pompano Beach storm water and utilities.
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- Primarily a civil engineering and survey firm.
- One referenced project in Pompano Beach.
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R.J. Behar & Company, Inc.

- Good submittal and technical approach.
- Little streetscape experience in Pompano Beach.
- Extensive utility and infrastructure experience.

TBG Partners

- Good landscaping and design credentials.
- Lacking the utility and infrastructure experience.
- Primarily a landscaping and urban aesthetic firm.

EVALUATION CRITERIA

RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

VENDOR NAME: TBL PARTNERS

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
	Prior experience of the firm with projects of similar size and complexity:		
1.	a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance	0-40	25
	Qualifications of personnel including sub consultants:		
2.	a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc.	0-30	21
	Technical approach to perform the tasks described in the Scope of Services:		
3.	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-20	18
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	1
	Total	0-100	65

List the reasons for this evaluation (justify the rating/scoring):

Harold Beard 2/13/15 HAROLD BEARD
 Signature of Evaluator Date Printed Name

Evaluation Criteria

RFP T-19-15 Planning and Design Services for Old Pompano Area Improvements

February 13, 2015

List the reasons for this evaluation (justify the rating/scoring)

Bermello Ajamil & Partners, Inc.

- Had the most Pompano Beach projects similar to Old Pompano Area Improvements
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- Submittal was thorough and technical approach was comprehensive.

Chen –Moore & Associates

- Extensive utility and infrastructure experience.
- Familiar with Pompano Beach storm water and utilities.
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Craven Thompson & Associates, Inc.

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R.J. Behar & Company, Inc.

- Good submittal and technical approach.
- Little streetscape experience in Pompano Beach.
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TBG Partners

- Good landscaping and design credentials.
- Lacking the utility and infrastructure experience.
- Primarily a landscaping and urban aesthetic firm.

EVALUATION CRITERIA

RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD-POMPANO AREA IMPROVEMENTS

VENDOR NAME: Chen Moore + Associates

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1.	Prior experience of the firm with projects of similar size and complexity: a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance	0-40	35
2.	Qualifications of personnel including sub consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc.	0-30	25
3.	Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-20	15
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	6
	Total	0-100	(81) 86 checks

List the reasons for this evaluation (justify the rating/scoring):

CANNOT TELL IF FIRM HAS SECTION 108 EXPERIENCE
PROTECTION OF CANAL MENTIONED NO ISSUES WITH SEBS
LOTS OF POMPANO BEACH EXPERIENCE OFFICES IN FT
LAUDERDALE ONE CASE PENDING IN LITIGATION WORK SCHEDULE
WASNT AS CLEAR AS OTHERS

A. Randolph Brinner 2/13/15 A. Randolph Brinner
 Signature of Evaluator Date Printed Name

EVALUATION CRITERIA

RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

VENDOR NAME: Craven Thompson & Associates

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
	Prior experience of the firm with projects of similar size and complexity:		
1.	a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance	0-40	20
	Qualifications of personnel including sub consultants:		
2.	a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc.	0-30	20
	Technical approach to perform the tasks described in the Scope of Services:		
3.	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-20	15
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	2
	Total	0-100	57

List the reasons for this evaluation (justify the rating/scoring):

Cannot tell how many of the projects were Section 108
Protection of canal mentioned 2 months in schedule
No issues with sub, no free flow issues in water system
One case pending litigation

A. Randolph Brown
 Signature of Evaluator

2/13/15
 Date

A. Randolph Brown
 Printed Name

EVALUATION CRITERIA

RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

VENDOR NAME: RJ Behm & Co

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
	Prior experience of the firm with projects of similar size and complexity:		
1.	a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance	0-40	20
	Qualifications of personnel including sub consultants:		
2.	a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc.	0-30	20
	Technical approach to perform the tasks described in the Scope of Services:		
3.	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-20	15
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	6
	Total	0-100	61

List the reasons for this evaluation (justify the rating/scoring):

CANNOT tell if firm has Section 108 experience
Protection of canal mentioned Using damage infrastructure
photos from our City, No issues with sites No litigation
offices Pembroke Pines 21 month schedule

[Signature] 2/13/15
 Signature of Evaluator Date

A. Randolph Brown
 Printed Name

EVALUATION CRITERIA

RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

VENDOR NAME: TBG PARTNERS

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
	Prior experience of the firm with projects of similar size and complexity:		
1.	a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance	0-40	15
	Qualifications of personnel including sub consultants:		
2.	a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc.	0-30	10
	Technical approach to perform the tasks described in the Scope of Services:		
3.	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-20	10
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	1
	Total	0-100	36

List the reasons for this evaluation (justify the rating/scoring):

CANNOT TELL if this firm has Section 108 Experience
City has ongoing work quality issues with K&A Ft
lauderdale office 23 months schedule no litigation

A. Randolph Brown 2/13/15
 Signature of Evaluator Date

A Randolph Brown
 Printed Name

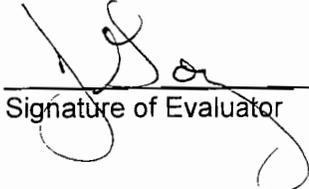
EVALUATION CRITERIA
RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

VENDOR NAME: B3A

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
	Prior experience of the firm with projects of similar size and complexity:		
1.	a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance	0-40	35
	Qualifications of personnel including sub consultants:		
2.	a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc.	0-30	27
	Technical approach to perform the tasks described in the Scope of Services:		
3.	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-20	18
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	2
	Total	0-100	82

List the reasons for this evaluation (justify the rating/scoring):

Sec attached

		<u>Jennifer Gonzalez</u>
Signature of Evaluator	Date	Printed Name

EVALUATION CRITERIA

RFP T-19-15 – Planning and Design Services for Old Pompano

VENDOR NAME: B&A

Criteria	Point Range	Score
1 Prior Experience	0-40	35
Number of similar projects		
Complexity of similar projects		Numerous other similar examples
References		
Previous projects performed for the City		Extensive work in Pompano, including E Atlantic streetscape
2 Qualifications of personnel including sub consultants.	0-30	27
Organizational chart for project		on the project
Number of technical staff		public involvement specialist
Qualifications of technical staff		team primarily engineers, architects, LA extremely large team
		# of licensed staff
		Education of staff
		FDOT Accreditation (LAP)
3 Technical approach to scope	0-20	18
		no public input until after design
		Level of effort
		Effectiveness of each phase, schedule and cost
4 Is the firm a certified minority or women owned business enterprise	0-10	2 subs
	TOTAL	82

List the reasons for this evaluation (justify the rating/scoring):

Huge team -DDA Engineers, Delta and CMS Construction Mgmt, Federal Eng. And US Utility Potholing, TGA Designs, Denneth Didonato
 Munson Design
 Schedule shows 1.5 years, plus construction

EVALUATION CRITERIA

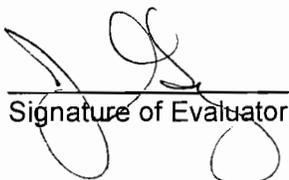
RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

VENDOR NAME: Chen

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
	Prior experience of the firm with projects of similar size and complexity:		
1.	a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance	0-40	32
	Qualifications of personnel including sub consultants:		
2.	a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc.	0-30	25
	Technical approach to perform the tasks described in the Scope of Services:		
3.	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-20	15
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	6
	Total	0-100	78

List the reasons for this evaluation (justify the rating/scoring):

See attached


Signature of Evaluator

2-13-15
Date

Jennifer Gomez
Printed Name

EVALUATION CRITERIA

RFP T-19-15 – Planning and Design Services for Old Pompano

VENDOR NAME: Chen

Criteria	Point Range	Score
1 Prior Experience	0-40	32
Number of similar projects (Section 108 Loans)		Numerous streetscape projects though I did not see Section 108 loans
Complexity of similar projects		
References		
Previous projects performed for the City		Significant # of Pompano infrastructure projects, though not many that were streetscapes
2 Qualifications of personnel including sub consultants.	0-30	25
Organizational chart for project		provided
Number of technical staff		18
Qualifications of technical staff		
# of licensed staff		12
Education of staff		Mostly bachelors, GC, 3 landscape architects
FDOT Accreditation (LAP)		Wilton Manors LAP
3 Technical approach to scope	0-20	15
Level of effort		Extensive detail in approach
Effectiveness of each phase, schedule and cost		GIS layers, community outreach
4 Is the firm a certified minority or women owned business enterprise	0-10	6 subs
TOTAL		78

List the reasons for this evaluation (justify the rating/scoring):

- Did a prelim assessment of area/ project understanding extremely aggressive schedule. May not leave time for input
- Partnering with 3 other subs
- Ft Lauderdale firm

EVALUATION CRITERIA

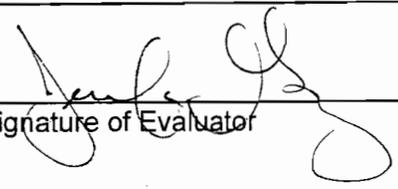
RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

VENDOR NAME: (Caver)

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
	Prior experience of the firm with projects of similar size and complexity:		
1.	a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance	0-40	32
	Qualifications of personnel including sub consultants:		
2.	a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc.	0-30	25
	Technical approach to perform the tasks described in the Scope of Services:		
3.	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-20	18
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	2
	Total	0-100	77

List the reasons for this evaluation (justify the rating/scoring):

See attached


 Signature of Evaluator

2-13-15
 Date

Jennifer Gonzalez
 Printed Name

EVALUATION CRITERIA

RFP T-19-15 – Planning and Design Services for Old Pompano

VENDOR NAME: Craven and Thompson

Criteria	Point Range	Score	
1 Prior Experience	0-40	32	
Number of similar projects			Extensive including Sistrunk many similar projects
Complexity of similar projects			
References			Many references though not Fort Lauderdale 3 examples for primary. Dickey (sub) on several projects
Previous projects performed for the City			
2 Qualifications of personnel including sub consultants.	0-30	25	
Organizational chart for project			provided
Number of technical staff			10
Qualifications of technical staff			
# of licensed staff			
Education of staff			Primarily bach of engineering. One landscpaec architect, a GC used for NE 34th Ct, Oakland Park and Sistrunk
FDOT Accreditation (LAP)			public outreach, survey, reuse lines, design
3 Technical approach to scope	0-20	18	phases
Level of effort			very detailed approach
Effectiveness of each phase, schedule and cost			
4 Is the firm a certified minority or women owned business enterprise	0-10		
	TOTAL		77

List the reasons for this evaluation (justify the rating/scoring):

- Ft Laud firm with local sub
- Has a lot of partners - Harris, Dickey, Absolute, Smith
- 2 year schedule
- experience undergrounding utilities
- I question if they are strong enough in design.

EVALUATION CRITERIA

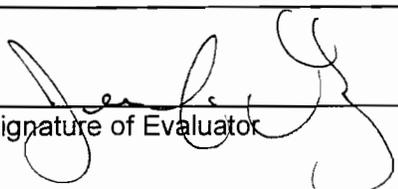
RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

VENDOR NAME: RS

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1.	Prior experience of the firm with projects of similar size and complexity: a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance	0-40	32
2.	Qualifications of personnel including sub consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc.	0-30	25
3.	Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-20	18
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	6
	Total	0-100	81

List the reasons for this evaluation (justify the rating/scoring):

See attachment


Signature of Evaluator

2-13-15
Date

Jennifer Gomez
Printed Name

EVALUATION CRITERIA
RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

VENDOR NAME: TBG

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
	Prior experience of the firm with projects of similar size and complexity:		
1.	a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance	0-40	32
	Qualifications of personnel including sub consultants:		
2.	a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc.	0-30	25
	Technical approach to perform the tasks described in the Scope of Services:		
3.	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-20	15
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	1
	Total	0-100	73

List the reasons for this evaluation (justify the rating/scoring):

See attachment


Signature of Evaluator

2-13-15
Date

Jennifer Gomez
Printed Name

EVALUATION CRITERIA

RFP T-19-15 – Planning and Design Services for Old Pompano

VENDOR NAME: _____ TBG _____

Criteria	Point Range	Score	
1 Prior Experience	0-40	32	references experience with 3rd party financing in budget control section
Number of similar projects			
Complexity of similar projects			
References			
Previous projects performed for the City			K&A - Connectivity Plan
2 Qualifications of personnel including sub consultants.	0-30	25	Headed by a LA provided chart
Organizational chart for project			
Number of technical staff			
Qualifications of technical staff			
			# of licensed staff
			Education of staff
			FDOT Accreditation (LAP)
3 Technical approach to scope	0-20	15	FDOT Lap Project- Pinés Blvd nice focus on illustrative imagery state they will need assistance with local permitting very design driven
			Level of effort
			Effectiveness of each phase, schedule and cost
4 Is the firm a certified minority or women owned business enterprise	0-10		1 subs K&A
	TOTAL		

73

List the reasons for this evaluation (justify the rating/scoring):

TBG - Cover design stands out. A nice touch for a design contract

Keith and Associates, CGA, DK Architects

The public outreach approach mainly consists of advisory committees and otherwise focuses on updates and information sharing

2 year schedule

EVALUATION CRITERIA
RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

VENDOR NAME: BERMELLO ANAMIL + PARTNERS

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
	Prior experience of the firm with projects of similar size and complexity:		
1.	a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance	0-40	30
	Qualifications of personnel including sub consultants:		
2.	a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc.	0-30	30
	Technical approach to perform the tasks described in the Scope of Services:		
3.	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-20	20
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	7
	Total	0-100	87

List the reasons for this evaluation (justify the rating/scoring):

Good knowledge of Landlord and previous
performance of East Atlantic Projects

Mark Con 2/3/15 MARK CONNOR
 Signature of Evaluator Date Printed Name

EVALUATION CRITERIA

RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

VENDOR NAME: CHEN MOORE

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
	Prior experience of the firm with projects of similar size and complexity:		
1.	a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance	0-40	28
	Qualifications of personnel including sub consultants:		
2.	a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc.	0-30	30
	Technical approach to perform the tasks described in the Scope of Services:		
3.	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-20	15
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	5
	Total	0-100	88 78

List the reasons for this evaluation (justify the rating/scoring):

M. Korman
Signature of Evaluator

2/13/15
Date

MARIE KORMAN
Printed Name

EVALUATION CRITERIA
RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

VENDOR NAME: R. J. BEHAR

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
	Prior experience of the firm with projects of similar size and complexity:		
1.	<ul style="list-style-type: none"> a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance 	0-40	25
	Qualifications of personnel including sub consultants:		
2.	<ul style="list-style-type: none"> a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: <ul style="list-style-type: none"> (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc. 	0-30	30
	Technical approach to perform the tasks described in the Scope of Services:		
3.	<ul style="list-style-type: none"> a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control 	0-20	20
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	7
	Total	0-100	82

List the reasons for this evaluation (justify the rating/scoring):


2/13/15
MARK KORMAN

Signature of Evaluator Date Printed Name

EVALUATION CRITERIA
RFP T-19-15 – PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

VENDOR NAME: TBC PARTNERS

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
	Prior experience of the firm with projects of similar size and complexity:		
1.	a. Number of similar projects (Section 108 Loans) b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years due to firm's performance	0-40	25
	Qualifications of personnel including sub consultants:		
2.	a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) FDOT accreditation (LAP), etc.	0-30	25
	Technical approach to perform the tasks described in the Scope of Services:		
3.	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-20	20
4.	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10	2
	Total	0-100	72

List the reasons for this evaluation (justify the rating/scoring):

Mark Law 2/13/15
Signature of Evaluator Date

MARV LORMAN
Printed Name



Florida's Warmest Welcome

**CITY OF POMPANO BEACH
REQUEST FOR LETTERS OF INTEREST
T-19-15**

**PLANNING AND DESIGN SERVICES FOR OLD
POMPANO AREA IMPROVEMENTS**

**RLI OPENING: FEBRUARY 4, 2015 2:00 P.M.
PURCHASING OFFICE
1190 N.E. 3RD AVENUE, BUILDING C (Front)
POMPANO BEACH, FLORIDA 33060**

December 30, 2014

CITY OF POMPANO BEACH, FLORIDA
REQUEST FOR LETTERS OF INTEREST (RLI)
T-19-15
PLANNING AND DESIGN SERVICES FOR OLD POMPANO AREA IMPROVEMENTS

Pursuant to Florida Statutes Chapter 287.055 "Consultants' Competitive Negotiation Act" the City of Pompano Beach invites professional Engineering, Planning, Architecture and Landscape Architecture firms to submit Letters of Interest, qualifications and experience for consideration to provide Planning and Design services to the City for Old Pompano Area Improvements.

The City will receive sealed proposals until **2:00 p.m. (local), February 4, 2015**, in the City's Purchasing Office, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida, 33060. E-mailed or faxed proposals will not be acceptable.

Introduction

1. Scope Of Services

The City intends to issue a single contract to an engineering, planning, architecture, and/or landscape architecture firm to provide professional consulting services to the City for the planning and design of an infrastructure improvement project in five locations in the Old Pompano Area (see Exhibit "1"). The designer is expected to prepare complete plans and be responsible for all applicable construction details necessary to secure all required permits and to construct desirable improvements.

The improvements will service the contiguous low and moderate-income residential neighborhoods surrounding the three project areas. The proposed infrastructure improvements are consistent with the Dixie East Transit Oriented Development Plan and the Downtown Pompano Transit (DPTOC), which the City has adopted. Each street in the project area will receive roadway improvements; water, sewer and reclaimed water utility improvements; signing and pavement markings; new landscaping and irrigation, and new lighting.

In addition, N.E. 1st Street will have its number of traffic lanes reduced and N.E. 2nd Avenue and N.E. 3rd Street will have chronic drainage problems repaired. The total project cost is approximately \$6.1 million of which Section 108 will fund \$4.3 million (see Consultants' Opinion of Cost dated July 19, 2013). Approximately \$1.8 million in CRA funds have already been appropriated under another contract and will not be included in the overall budget for this project. However, CRA plans shall be used as a design source and elements of design adopted by the CRA shall be considered, if budget permits. The City shall make available previously approved plans. The selected firm shall obtain written permission from the design firm acting on behalf of the CRA for use of specific design elements. Exhibits "2" through "7" shall serve as a guideline to generate the final design and construction documents. Design must make reasonable

provisions for maintenance of all chosen elements (i.e., light fixtures, trees and plants, sidewalk materials, etc.).

The scope of services may include, but is not limited, to the following:

- Prepare preliminary design reports, project schedules, feasibility analyses, site plans and/or design alternative recommendations and preliminary cost estimates. Identify any design restrictions resulting from lack of right-of-way or unusual roadway configurations. Confirm right-of-way availability to complete designs in accordance with desirable roadway cross-sections.
- Identify any tests that may be necessary to carry out a sound design including soils, concrete strength, permeability/percolation, density, pot holing, etc.
- Prepare a detailed cost estimate at the 30%, 60% and 90% design intervals to confirm initial budget allocations and/or to seek City's advice before proceeding with final designs. The firm will be responsible for cost controls throughout the design and construction project except for design and construction elements added or deleted by an expressed City directive.
- It is anticipated that the selected designer will conduct two (2) presentations to each of the following: elected officials, advisory boards, and the public. In addition, the selected designer shall work hand-in-hand with City Staff and shall meet as necessary.
- Prepare all required bidding and construction documents for the project. This will include preparing surveys (if applicable), design plans, supplementary contract requirements, technical specifications; cost estimates, responses to requests for Information (RFIs).
- Prepare plans for review and approval by Development Review Committee (DRC); Planning and Zoning (P&Z); Architectural Appearance Committee (AAC); City's Building Department; Broward County Traffic Engineering; Broward County Water Resources; Florida Department of Health (HRS); Florida Department of Environmental Protection (FDEP); Florida Department of Transportation (FDOT); U.S. Department of Housing and Urban Development; and/or, any other government agency or City Department having jurisdiction or requiring plan review and approval.
- Attendance at City Commission, Advisory Committee meetings, pre-design, design, bidding and bid award meetings will be required.
- Provide Construction Administration services to inspect facilities as often as prescribed by code and ultimately certify the project. Upon negotiating a contract for design services, the City expects this task to be listed and priced separately.

Firms and/or any subconsultant(s) must have previous experience in infrastructure projects, and must be licensed to practice Professional Engineering, Architecture, Landscape Architecture, Electrical Engineering, and Irrigation in the State of Florida. Firms may be required to demonstrate proper eligibility for State-funded projects such as Florida Department of Transportation (FDOT), United States Department of Housing

and Urban Development (HUD), etc. State-approved firms should provide proper documentation. Firms that have experience dealing with projects funded via Section 108 Loans or similar are highly encouraged to provide proper verification and familiarity with the program.

2. Tasks/Deliverables

Tasks for Planning and Design for Infrastructure Improvements to Old Pompano Area

Section 0001- ROADWAY

1.1 Prepare detailed designs for the cleaning and grubbing for the removal and replacement of existing sidewalk, curb and gutter, vegetation, pipes (limited) and drainage structures (limited).

1.2 Roadway work to include milling and resurfacing based upon Geotech Reporting. The City, at its sole discretion, may elect to re-build a roadway(s) if the Geotechnical report identifies structural deficiencies that may warrant reconstruction. A maintenance of traffic plans (MOT) shall be provided as required by the governing agency, except when said plan is to be provided by the contractor.

1.3 Provide design for new drainage system along NE 1st Street, NE 3rd Street, and NE 2nd Avenue to consist of curb inlets/catch basins, pipes, and exfiltration trenches.

1.4 Provide design for drainage including a new drainage system along NE 1st Street, NE 3rd Street and NE 2nd Avenue consisting of curb inlets/catch basins, pipes and exfiltration trenches and/or other applicable methodology.

1.5 Provide design for improvement to existing drainage systems based upon the pending results of the Comprehensive Drainage Study being performed by the City's consultant (Chen-Moore Associates).

SECTION 0002 - WATER, SEWER AND RECLAIMED WATER UTILITY IMPROVEMENTS

2.1 Design water, sewer and reclaimed water system improvements based upon information to be provided by and coordinated with the City Utilities Department including the roadways NE 4th St., Flagler Ave. and NE 3rd Ave within the project area. Design will require extensive coordination with Public Works, Utilities, Planning and Zoning (landscape) Departments' Staff.

SECTION 0003 - SIGNING AND MARKING

3.1 Design Signing and Marking for project area in full compliance with the Manual on Uniform Traffic Control Devices (MUTCD) and/or Broward County Traffic Engineering and/or Florida Department of Transportation.

SECTION 0004 - LANDSCAPING AND STREETSCAPING

4.1 Prepare design for typical concrete sidewalks with planting bed pits with no special concrete sidewalk treatments or special edge/curbs or tree grates. The City, at its sole discretion, may elect to include treatments and/or tree grates depending on site conditions, width of sidewalks, ADA accessibility, etc. Design will require extensive coordination with Public Works, Nursery, Utilities, and Planning and Zoning (landscape) Departments' Staff. All landscaping elements must meet applicable Florida standards.

4.2 Prepare landscape design for medium size flowering street trees or medium end palms with combination of native/non-native plantings dependent on irrigation system. Important consideration will be given to future maintenance. Design will require extensive coordination with Public Works, Nursery, Utilities, Planning and Zoning (landscape) Departments' Staff. Other departments and/or government agencies may be involved in the review and selection process as well. Landscape architect, urban forester, and/or other qualified and licensed individual(s) will be required to select and tag trees and/or palms.

SECTION 0005 - LIGHTING

5.1 Design street lighting plan including the retention of existing street lighting with limited additional decorative lighting. Design will require extensive coordination with Public Works, Utilities, Planning and Zoning (landscape) Departments' Staff. In addition, firm may be tasked to coordinate any overhead conversion efforts and may be required to act as liaison to the Florida Power and Light, AT&T, Comcast and/or any other Public Services provider. This may include securing easements (if necessary), coordinating and attending design/field meetings, supervising and/or assisting contractor(s) during construction, etc.

SECTION 0006 – PERMITTING/CONSTRUCTION ADMINISTRATION

6.1 Selected firm shall be responsible for all aspects of permitting and approvals except for specific requirements affecting the contractor(s). This section refers to preparation of permit applications and necessary plans (whether paper or electronic submittals), minimum number of site inspections, close-outs, construction progress meetings, change order's review, as-built plans, etc., as it may be deemed necessary for final project certification. The City, at its sole discretion, may choose to issue a contract for Construction Administration Services or carry out said activities with in-house Staff (i.e., own inspection services, etc.)

3. Small Business Enterprise Program

The Pompano Beach City Commission has established a voluntary Small Business Enterprise (SBE) Program to encourage and foster the participation of Small Business Enterprises in the central procurement activities of the City. The City of Pompano Beach is strongly committed to ensuring the participation of Small Business Enterprises (SBE's) as contractors and subcontractors for the procurement of goods and services. The definition of a SBE, for the purpose of the City's voluntary program, is taken from the State of Florida Statute 288.703(1).

As of the date of publication of this solicitation, a small business means an independently owned and operated business concern that employs 200 or fewer

permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5 million or any firm based in Florida that has a Small Business Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.

The City encourages all firms to undertake good faith efforts to identify appropriate Small Business Enterprise partners. Sources of information on certified Small Business Enterprises include the Broward County Small Business Development Division, the State of Florida Office of Supplier Diversity, South Florida Water Management District, and other agencies throughout the State. The City includes links to these organizations from the City's website www.pompanobeachfl.gov.

The City has set a 15% voluntary Small Business Enterprise Goal for this project. SBE Forms are located at the end of this solicitation, and all firms responding must return a response of participation or non-participation in order to be considered responsive for evaluation purposes.

Please indicate in your response if your firm is a certified Small Business Enterprise, and include the completed "Good Faith Effort Report" form with your proposal. Proposers should submit Exhibit A, detailing the list of SBE firms to be used on the proposed contract, and a completed Letter of Intent, Exhibit B, for all participating SBE firms. Submit Exhibit C listing SBE firms that were solicited but not selected. Submit Exhibit D explaining your firm's good faith efforts to include SBE firms on this contract.

4. Local Business Program

On March 23, 2010, the City Commission approved a Resolution establishing a Local Business Program, a policy to increase the participation of City of Pompano Beach businesses in the City's procurement process.

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 specifications. The business information, sorted by business use classification, is posted on the webpage for the Business Tax Receipt Division: http://pompanobeachfl.gov/pages/department_directory/development_services/business_tax_receipt_division/business_tax_receipt_division.html.php

The City has set a 15% voluntary Local Business goal for this project. Local Business program forms are located at the end of this solicitation, and all firms responding must return a response of participation or non-participation in order to be considered responsive for evaluation purposes.

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. Proposers are encouraged to participate in the City of Pompano Beach's voluntary Local Business Program by including, as part of their package, the Local Business Participation Form (Exhibit E,) listing the local businesses that will be used on the contract, and the Letter of Intent Form (Exhibit F) from each local business that will participate in the contract. Proposers should utilize businesses that are physically located in the City of Pompano Beach with a current Business Tax Receipt.

Proposers who are unable to meet the recommended voluntary goals should also provide the Local Business Unavailability Form (Exhibit G,) listing firms that were contacted but not available, and the Good Faith Effort Report (Exhibit H) describing the efforts made to include local business participation in the contract.

5. Required Proposal Submittal

Submission/Format Requirements

Submit one (1) original unbound proposal and eight (8) bound photocopies of the proposal. Use 8 ½" x 11" plain white paper; proposal to be typed, and signed by an authorized representative who is able to contractually bind the Proposer. In addition, Proposers must submit one (1) original copy of the Proposal on electronic media in printable Adobe or Microsoft Word format (or other format approved by the City). Duplicate copies must contain all information included in the original submittal. Failure to adhere to the submittal quantity criteria may result in the Proposal being considered non-responsive.

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 tabs or dividers between the sections:

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

Please limit this section 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 would 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 co-ordination 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 past three (3) 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 or not the firm will arrange for a local office during the term of the contract, if necessary.

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 5 in the evaluation criteria. Complete Exhibit I and attach certificates.

Small Business Enterprises:

Completed SBE program forms, Exhibits A-D, if applicable for your team. Include copies of all SBE certifications for firms listed on these forms.

Local Businesses:

Completed Local Business program forms, Exhibits E-H, if applicable.

Litigation:

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

Acknowledgement of all Addenda issued.

City Forms:

Responses should include all pages of this solicitation, initialed where indicated, in addition to completed SBE and Local Business forms.

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
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GENERAL LIABILITY: MINIMUM \$1,000,000 per OCCURRENCE/\$1,000,000 AGGREGATE

* Policy to be written on a claims incurred basis

XX	comprehensive form		
XX	premises - operations	bodily injury	
XX	explosion & collapse hazard	property damage	
XX	underground hazard		
XX	products/completed operations hazard	bodily injury and property damage	
XX	contractual insurance	combined	
XX	broad form property damage		
XX	independent contractors		
XX	personal injury	personal injury	

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

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

REAL & PERSONAL PROPERTY

XX	comprehensive form	Consultant must show proof they have this coverage.	
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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.
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* Policy to be written on a 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. Prior experience of the firm with projects of similar size and complexity:	0-40
a. Number of similar projects (Section 108 Loans)	
b. Complexity of similar projects	
c. References from past projects performed by the firm	
d. Previous projects performed for the City	
e. Litigation within the past 5 years due to firm's performance	
2. Qualifications of personnel including sub consultants:	0-30
a. Organizational chart for project	
b. Number of technical staff	
c. Qualifications of technical staff:	
(1) Number of licensed staff	
(2) Education of staff	
(3) FDOT accreditation (LAP), etc.	
3. Technical approach to perform the tasks described in the Scope of Services:	0-20
a. Level of effort	
b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	
4. Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants). Points assigned shall be based on five (5) to certified prime and one (1) for each certified sub.	0-10
Total	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 who would be 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 part will have the right to terminate the contract immediately upon delivery of written notice to the defaulting part 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 proposal must be submitted to the City on or before the time and date stated herein. All Proposers, by 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.

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. Specifically, the Contractor shall:
 - a. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service;
 - b. Provide the public with access to such public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed that provided in chapter 119, Fla. Stat., or as otherwise provided by law;
 - c. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
 - d. Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the agency.
2. The failure of Contractor to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement and the City shall enforce the Default in accordance with the provisions set forth herein.

22. Questions and Communication

All questions regarding the RLI are to be submitted in writing to the Purchasing Office, 1190 N.E. 3rd Avenue, Building C (Front), Pompano Beach, Florida 33060, fax (954) 786-4168, or email purchasing@copbfl.com. All questions must include the inquiring firm's name, address, telephone number and RLI name and number. 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. Any addendum necessary to answer questions will be posted to the City's website, 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 is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this solicitation the City will attempt to notify all known prospective Proposers, however, 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.

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	_____	_____
Landscaping	_____	_____
Engineering	_____	_____
Other Key Member	_____	_____
Other Key Member	_____	_____
Other Key Member	_____	_____
Other Key Member	_____	_____

(use attachments if necessary)

EXHIBIT "A"
CITY OF POMPANO BEACH, FLORIDA
SMALL BUSINESS ENTERPRISE
PARTICIPATION FORM

RLI Number & Title: _____ Contractor's Name: _____

<u>Name of Firm</u>	<u>Contact Person, Telephone Number</u>	<u>Type of Work to be Performed</u>	<u>Contract Amount/Percentage</u>

(INCLUDE CERTIFICATES FOR ANY FIRMS LISTED ON THIS PAGE)

FOR CITY USE ONLY

Total SBE Contract Participation _____

Are documents requested submitted accordingly YES NO

EXHIBIT "C"
SMALL BUSINESS ENTERPRISE
UNAVAILABILITY FORM

RLI # _____

I, _____
(Name and Title)

of _____, certify that on the _____ day of _____, _____, I invited the following SBE CONTRACTOR(s) to bid work items to be performed in the City of Pompano Beach:

SBE Contractor Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Said SBE CONTRACTOR(s):

- _____ Did not bid in response to the invitation
- _____ Submitted a bid that was not the low responsible bid
- _____ Other: _____

Signature: _____ Date: _____

Note: Attach additional documents as available.

EXHIBIT "D"
SMALL BUSINESS ENTERPRISE
GOOD FAITH EFFORT REPORT

RLI # _____

1. What portions of the contract have you identified as SBE opportunities?

2. Did you provide adequate information to identified SBE? Please comment on how you provided this information.

3. Did you send written notices to SBEs?

Yes No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

Yes No

If yes, please attach copies of the ads, including name and dates of publication.

5. Did you contact any organizations with large constituents of SBE members for possible sub-contractors? Please attach list of resource organizations used.

6. What type of efforts did you make to assist SBEs in contracting with you?

7. List the SBEs you will utilize and subcontract amount/percentage.

8. Other comments: _____

Note: Please attach the unavailability letters with this report.

EXHIBIT G
LOCAL BUSINESS
UNAVAILABILITY FORM

RLI # _____

I, _____
(Name and Title)

of _____, certify that on the _____ day of _____, _____, I invited the following LOCAL BUSINESSES to bid work items to be performed in the City of Pompano Beach:

Business Name, Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Said Local Businesses:

- _____ Did not bid in response to the invitation
- _____ Submitted a bid which was not the low responsible bid
- _____ Other: _____

Signature: _____

Date: _____

Note: Attach additional documents as available.

EXHIBIT H
GOOD FAITH EFFORT REPORT
LOCAL BUSINESS PARTICIPATION

RLI # _____

1. What portions of the contract have you identified as Local Business opportunities?

2. Did you provide adequate information to identified Local Businesses? Please comment on how you provided this information.

3. Did you send written notices to Local Businesses?

___ Yes ___ No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

___ Yes ___ No

If yes, please attach copies of the ads, including name and dates of publication.

5. What type of efforts did you make to assist Local Businesses in contracting with you?

7. List the Local Businesses you will utilize and subcontract amount.

_____	\$ _____
_____	\$ _____
_____	\$ _____

8. Other comments: _____

EXHIBIT I

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.

Name of Firm	Certificate Included?

**STATEMENT OF NO RESPONSE
T-19-15 PLANNING AND DESIGN SERVICES FOR OLD POMPANO
AREA IMPROVEMENTS**

If you do not intend to submit on this requirement, please complete and return this form by the submittal deadline to the City of Pompano Beach Purchasing Division, Building C, 1190 N.E. 3rd Avenue, Pompano Beach, Florida 33060; this form may be faxed to (954) 786-4168. Failure to respond, either by submitting a proposal, or by submitting a "Statement of No Response" form, may result in your firm's name being removed from our mailing list.

WE, the undersigned, have declined to submit on this solicitation for the following reason(s):

- _____ We do not offer this product or an equivalent
- _____ Our workload would not permit us to perform
- _____ Insufficient time to respond to the Request for Letters of Interest
- _____ Unable to meet specifications (explain below)
- _____ Other (specify below)

Remarks _____

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

SIGNATURE/TITLE _____

DATE _____