

Meeting Date: 07/14/15

Agenda Item 8

REQUESTED COMMISSION ACTION:

Consent Ordinance Resolution Consideration/Discussion Presentation

SHORT TITLE Approve ranking order for RLI L-36-15 Continuing Contract for Professional Surveying and Mapping Services, and authorize staff to negotiate contracts with the six highest ranked firms: Sea Diversified, Inc., Keith & Associates, Inc., CB&I Environmental & Infrastructure, Inc., Craven Thompson & Associates, Aviom & Associates, Inc. and Engenuity Group Inc. (No cost at this time.)

Summary of Purpose and Why:

RLI L-36-15 was issued to obtain responses from professional firms to provide continuing services to the City for professional surveying and mapping services for those projects with a construction cost not exceeding \$2 million, and for any study activity for which fees will not exceed \$200,000. City Commission approval of the ranking order presented by the Selection/Evaluation Committee is requested, and authorization is requested for appropriate City staff to negotiate contracts with the six highest-ranked firms as detailed above.

- (1) Origin of request for this action: Staff
- (2) Primary staff contact: Robert McCaughan 954 786-4097
- (3) Expiration of contract, if applicable: n/a
- (4) Fiscal impact and source of funding: No cost at this time.

DEPARTMENTAL COORDINATION	DATE	DEPARTMENTAL RECOMMENDATION	DEPARTMENTAL HEAD SIGNATURE
Public Works	<u>6/26/15</u>	<u>APPROVE</u>	<u>Robert McCaughan</u>
General Services	<u>6/24/15</u>	<u>APPROVE</u>	<u>R. J. [Signature]</u>
Finance	<u>6/24/15</u>	<u>APPROVE</u>	<u>[Signature]</u>
Budget	<u>6-30-15</u>	<u>APPROVE</u>	<u>[Signature]</u>

City Manager [Signature] [Signature]

ACTION TAKEN BY COMMISSION:

<u>Ordinance</u>	<u>Resolution</u>	<u>Consideration</u>	<u>Workshop</u>
1 st Reading	1 st Reading	Results:	Results:
2 nd Reading			

MEMORANDUM

Purchasing #15-089
June 24, 2015

To: Dennis W. Beach, City Manager

Through: Otis J. Thomas, General Services Director *OT*

From: Cassandra LeMasurier, Purchasing Supervisor *CL*

Subject: Background for L-36-15, Continuing Contract for Professional Surveying and Mapping Services

Contract Need/Background

The Request for Letters of Interest (RLI) #L-36-15 was issued to select multiple firms to provide continuing professional services to the City for professional surveying and mapping services for which the construction cost will not exceed \$2 million, and for any study activity for which fees will not exceed \$200,000. Alessandra Delfico, City Engineer, provided the project 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 solicitations, 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 11

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

Eleven responses were received to the solicitation. The Selection/Evaluation Committee met on June 23 (in a public meeting) to review and evaluate the responses. All responses were reviewed, and the Committee ranked the firms. Copies of the minutes of the meeting, and the voting matrix and scoring sheets, are attached.

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 contracts with the

six-highest-ranked firms: Sea Diversified, Inc., Keith & Associates, Inc., CB&I Environmental & Infrastructure, Inc., Craven Thompson & Associates, Avirom & Associates, Inc. and Engenuity Group Inc.

attachments

cc: file

**MINUTES
SELECTION / EVALUATION COMMITTEE
RLI #L-36-15
CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES**

**Public Works Administration Conference Room
2:30 p.m. 06/23/15**

The committee consisted of:

Alessandra Delfico, City Engineer (Voting)
Tammy L. Good, Civil Engineer II (Voting)
Clayton Young, Civil Engineer II (Voting)
Also in attendance: Cassie LeMasurier, Purchasing Supervisor

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish contracts with multiple firms to provide consulting as needed. This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website. Eleven firms submitted responses to the City's Request for Letters of Interest.

Alessandra Delfico led the technical discussion. The Purchasing Supervisor reviewed evaluation procedures and distributed Conflict of Interest Statements for completion by all voting members. The Purchasing Supervisor distributed a spreadsheet indicating the points to be assigned for MBE participation.

Each Committee member had reviewed all of the responses in advance of the meeting.

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

(1)	Sea Diversified, Inc.	260
(2)	Keith & Associates, Inc.	256
(3)	CB&I Environmental & Infrastructure, Inc.	253
(4)	Craven Thompson & Associates	252
(5)	Avirom & Associates, Inc.	251
(5)	Engenuity Group Inc.	251
(6)	Cardno.....	249
(7)	Craig A. Smith & Associates	248
(8)	CPH, Inc.....	245
(9)	Stoner & Associates, Inc.....	236
(10)	Miller Legg.....	232

(As per the RLI terms and conditions, those firms that tied are arrayed based on the value of orders over the past five years, with those firms who have received less work arrayed higher than the other tied firm(s).)

A copy of the voting matrix is attached. The Committee decided oral presentations would not be required as the scoring results showed sufficient distinction between the responding firms. The Committee then discussed how many firms should be recommended for continuing contracts. The consensus of the Committee was that the top six scored firms would be recommended for

contracts, with work authorizations assigned as appropriate to each firm's skill set. An agenda item will be prepared to present the Committee's recommendation to the City Commission for their approval to negotiate contracts with the with the six highest-ranked firms as detailed above.

The Committee meeting adjourned at 3:23 p.m.

Analysis Comparison L-36-15 Continuing Contract for Professional Surveying and Mapping Services

	Total Potential Points	Avirom & Associates, Inc.	Cardno	CB&I Environmental & Infrastructure, Inc.	CPH, Inc.	Craig A. Smith & Associates
Committee Member	Potential Points					
Alessandra Delfico						
Prior Experience	0-45	40	40	41	42	41
Qualifications of Personnel	0-35	32	31	32	32	32
Proximity of the Nearest Office	0-10	10	10	10	10	10
Certified Minority Business Enterprise	0-10	0	0	1	0	0
	Total =	82	81	84	84	83

	Potential Points					
Committee Member	Potential Points					
Tammy Good						
Prior Experience	0-45	43	41	43	44	44
Qualifications of Personnel	0-35	32	32	33	34	34
Proximity of the Nearest Office	0-10	9	9	9	8	9
Certified Minority Business Enterprise	0-10	0	0	1	0	0
	Total =	84	82	86	86	87

	Potential Points					
Committee Member	Potential Points					
Clayton Young						
Prior Experience	0-45	42	43	42	40	38
Qualifications of Personnel	0-35	33	33	30	30	30
Proximity of the Nearest Office	0-10	10	10	10	5	10
Certified Minority Business Enterprise	0-10	0	0	1	0	0
	Total =	85	86	83	75	78

Analysis Comparison L-36-15 Continuing Contract for Professional Surveying and Mapping Services

	Total Potential Points	Craven Thompson & Associates	Engenuity Group Inc.	Keith & Associates, Inc.	Miller Legg	Sea Diversified, Inc.	Stoner & Associates, Inc.
Committee Member	Potential Points						
Alessandra Delfico							
Prior Experience	0-45	41	40	38	40	44	40
Qualifications of Personnel	0-35	32	32	30	32	34	30
Proximity of the Nearest Office	0-10	10	10	10	10	10	10
Certified Minority Business Enterprise	0-10	1	5	5	0	0	0
	Total =	84	87	83	82	88	80

	Potential Points						
Committee Member	Potential Points						
Tammy Good							
Prior Experience	0-45	45	40	39	43	45	40
Qualifications of Personnel	0-35	35	30	30	33	35	30
Proximity of the Nearest Office	0-10	9	8	10	9	9	9
Certified Minority Business Enterprise	0-10	1	5	5	0	0	0
	Total =	90	83	84	85	89	79

	Potential Points						
Committee Member	Potential Points						
Clayton Young							
Prior Experience	0-45	37	40	42	30	43	35
Qualifications of Personnel	0-35	30	31	32	25	30	32
Proximity of the Nearest Office	0-10	10	5	10	10	10	10
Certified Minority Business Enterprise	0-10	1	5	5	0	0	0
	Total =	78	81	89	65	83	77

Analysis Comparison L-36-15 Continuing Contract for Professional Surveying and Mapping Services

	Total Potential Points	Avirom & Associates, Inc.	Cardno	CB&I Environmental & Infrastructure, Inc.	CPH, Inc.	Craig A. Smith & Associates
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Committee Members (Average)	Potential Points					
Prior Experience	0-45	42	41	42	42	41
Qualifications of Personnel	0-35	32	32	32	32	32
Proximity of the Nearest Office	0-10	10	10	10	8	10
Certified Minority Business Enterprise	0-10	0	0	1	0	0
Average Score =		84	83	84	82	83

Committee Members (Total)	Potential Points					
Prior Experience	0-135	125	124	126	126	123
Qualifications of Personnel	0-105	97	96	95	96	96
Proximity of the Nearest Office	0-30	29	29	29	23	29
Certified Minority Business Enterprise	0-30	0	0	3	0	0
Grand Total=		251	249	253	245	248

Analysis Comparison L-36-15 Continuing Contract for Professional Surveying and Mapping Services

	Total Potential Points	Craven Thompson & Associates	Engenuity Group Inc.	Keith & Associates, Inc.	Miller Legg	Sea Diversified, Inc.	Stoner & Associates, Inc.
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Committee Members (Average)	Potential Points						
Prior Experience	0-45	41	40	40	38	44	38
Qualifications of Personnel	0-35	32	31	31	30	33	31
Proximity of the Nearest Office	0-10	10	8	10	10	10	10
Certified Minority Business Enterprise	0-10	1	5	5	0	0	0
Average Score =		84	84	85	77	87	79

Committee Members (Total)	Potential Points						
Prior Experience	0-135	123	120	119	113	132	115
Qualifications of Personnel	0-105	97	93	92	90	99	92
Proximity of the Nearest Office	0-30	29	23	30	29	29	29
Certified Minority Business Enterprise	0-30	3	15	15	0	0	0
Grand Total=		252	251	256	232	260	236

EVALUATION CRITERIA

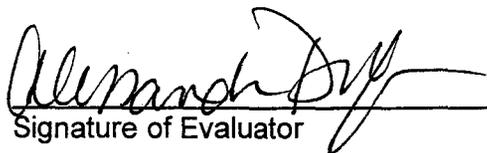
RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: Avirom & Associates, Inc.

	<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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>40</u>
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) Experience of staff on similar projects	0-35 points	<u>32</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	<u>10</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>0</u>
TOTAL			<u>82</u>

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

The firm has been in business for 34 years. No bad experiences.


 Signature of Evaluator

June 23, 2015
 Date

Alessandra Delfico, City Engineer
 Printed Name

EVALUATION CRITERIA

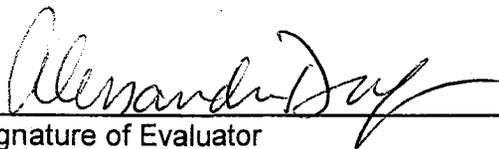
RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: Cardno

	<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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>40</u>
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) Experience of staff on similar projects	0-35 points	<u>31</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	<u>10</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>0</u>
TOTAL			<u>81</u>

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

Survey support on org chart, stoner and Manuel Vera?? SUE and GIS


 June 23, 2015 Alessandra Delfico, City Engineer
 Signature of Evaluator Date Printed Name

EVALUATION CRITERIA

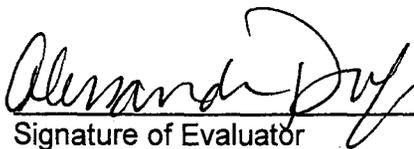
RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: CB&I Environmental & Infrastructure, Inc.

	<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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>41</u>
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) Experience of staff on similar projects	0-35 points	<u>32</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	<u>10</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>1</u>
TOTAL			<u>84</u>

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

Coastal survey experience, GIS


June 23, 2015
Alessandra Delfico, City Engineer

Signature of Evaluator
Date
Printed Name

EVALUATION CRITERIA

RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: CPH, Inc.

	<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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>42</u>
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) Experience of staff on similar projects	0-35 points	<u>32</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	<u>10</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>0</u>
TOTAL			<u>84</u>

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

3d surveying, 24 years in business, many municipal clients. GIS


 Signature of Evaluator

June 23, 2015
 Date

Alessandra Delfico, City Engineer
 Printed Name

EVALUATION CRITERIA

RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: Craig A. Smith & 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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>41</u>
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) Experience of staff on similar projects	0-35 points	<u>32</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	<u>10</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>0</u>
TOTAL			<u>83</u>

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

34 years old, 3d underground mapping and locate


 Signature of Evaluator

June 23, 2015
 Date

Alessandra Delfico, City Engineer
 Printed Name

EVALUATION CRITERIA

RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: Craven Thompson & 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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>41</u>
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) Experience of staff on similar projects	0-35 points	<u>32</u>
3 Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	<u>10</u>
4 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>1</u>
TOTAL		<u>84</u>

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

3d surveying, GIS


 Signature of Evaluator

June 23, 2015
 Date

Alessandra Delfico, City Engineer
 Printed Name

EVALUATION CRITERIA

RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: Engenuity Group Inc.

	<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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>40</u>
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) Experience of staff on similar projects	0-35 points	<u>32</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	<u>10</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>5</u>
TOTAL			<u>87</u>

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

Interesting mix of work, GIS.

	June 23, 2015	Alessandra Delfico, City Engineer
Signature of Evaluator	Date	Printed Name

EVALUATION CRITERIA

RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: Keith & Associates, Inc.

	<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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>38</u>
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) Experience of staff on similar projects	0-35 points	<u>30</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	<u>10</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>5</u>
TOTAL			<u>83</u>

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

SUE, mixed track record for past assignments, the latest project NE 10th street was two months late


June 23, 2015
Alessandra Delfico, City Engineer
 Signature of Evaluator Date Printed Name

EVALUATION CRITERIA

RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: Miller Legg

	<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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>40</u>
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) Experience of staff on similar projects	0-35 points	<u>32</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	<u>10</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>0</u>
TOTAL			<u>82</u>

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

good experiece, partner with sea diversified


 Signature of Evaluator

June 23, 2015
 Date

Alessandra Delfico, City Engineer
 Printed Name

EVALUATION CRITERIA

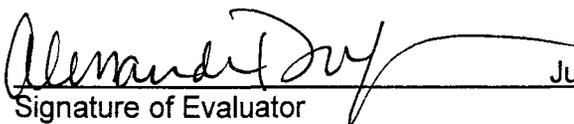
RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: Sea Diversified, Inc.

	<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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>44</u>
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) Experience of staff on similar projects	0-35 points	<u>34</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	<u>10</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>0</u>
TOTAL			<u>88</u>

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

Ability to do GIS, water surveys and regular topographic surveys, good turn around on past work on the caliban canal


 Signature of Evaluator

June 23, 2015
 Date

Alessandra Delfico, City Engineer
 Printed Name

EVALUATION CRITERIA

RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: Stoner & Associates, Inc.

	<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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>40</u>
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) Experience of staff on similar projects	0-35 points	<u>30</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	<u>10</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>0</u>
TOTAL			<u>80</u>

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

worked on stormwater master plan, was very late


 Signature of Evaluator

June 23, 2015
 Date

Alessandra Delfico, City Engineer
 Printed Name

EVALUATION CRITERIA

RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: Cardno

	<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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>41</u>
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) Experience of staff on similar projects	0-35 points	<u>32</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office <u>FT. LAUDERDALE</u>	0-10 points	<u>9</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>0</u>
TOTAL			<u>82</u>

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

Sub consultant → Stoner & Associates (support) ?
Several municipal (FDOT) proj. listed
Detailed Tech. Approach PDCA
GIS exp.

Tammy Good 6-23-15 TAMMY GOOD
 Signature of Evaluator Date Printed Name

EVALUATION CRITERIA

RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: CBI Environmental & Infrastructure, Inc.

<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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>43</u>
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) Experience of staff on similar projects	0-35 points	<u>33</u>
3 Proximity of the nearest office to the project location: a. Location <u>BOCA</u> b. Number of staff at the nearest office	0-10 points	<u>9</u>
4 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>1</u>
TOTAL		<u>86</u>

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

GIS Services

municipal exp.

Prior Proj. Surveyor → Clayton Young - PM

Tammy Good 6-23-15 TAMMY GOOD
 Signature of Evaluator Date Printed Name

EVALUATION CRITERIA

RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: CPH

<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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>44</u>
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) Experience of staff on similar projects	0-35 points	<u>34</u>
3 Proximity of the nearest office to the project location: a. Location <u>MIAMI</u> b. Number of staff at the nearest office	0-10 points	<u>8</u>
4 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>0</u>
TOTAL		<u>86</u>

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

- 3 PSM on Staff

- est. 1981 - 210 empl. Sanford, FL → 7 crews locally

- extensive client list, PVT & PUBLIC

- (1) employee - GISP

Jammy Good 6-23-15 TAMMY GOOD

Signature of Evaluator Date Printed Name

EVALUATION CRITERIA

RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: Craig A. Smith & Associates, Inc.

<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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>44</u>
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) Experience of staff on similar projects	0-35 points	<u>34</u>
3 Proximity of the nearest office to the project location: a. Location <u>Boca</u> b. Number of staff at the nearest office	0-10 points	<u>9</u>
4 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>0</u>
TOTAL		<u>87</u>

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

(2) licensed surveyors
3 D RS (underground mapping/utility locates)

Tammy Good
 Signature of Evaluator

6-22-15
 Date

TAMMY GOOD
 Printed Name

EVALUATION CRITERIA

RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: Craven Thompson & 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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>45</u>
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) Experience of staff on similar projects	0-35 points	<u>35</u>
3	Proximity of the nearest office to the project location: a. Location <u>J.T. Lardner</u> b. Number of staff at the nearest office	0-10 points	<u>9</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>1</u>
TOTAL			<u>90</u>

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

3D Laser Scanning (HD)
GIS Mapping
ext. govt. work

Tammy Good 6-23-15 TAMMY GOOD
 Signature of Evaluator Date Printed Name

EVALUATION CRITERIA

RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: Engenuity Group, Inc.

Criteria	Point Range	Score
1 Prior experience of the firm with projects of similar size and complexity: a. Number of similar projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>40</u>
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) Experience of staff on similar projects	0-35 points	<u>30</u>
3 Proximity of the nearest office to the project location: a. Location <u>WPB</u> b. Number of staff at the nearest office	0-10 points	<u>8</u>
4 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>5</u>
TOTAL		<u>83</u>

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

-GIS → FTC - Barton Sub.

- ext. govt. exp.

Jammy Good
Signature of Evaluator

6-22-15
Date

TAMMY GOOD
Printed Name

EVALUATION CRITERIA

RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: Keith E. 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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>39</u>
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) Experience of staff on similar projects	0-35 points	<u>30</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	<u>10</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>5</u>
TOTAL			<u>84</u>

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

= 10th street proj. - (2) months late, quality of files in question
but was finally resolved after a few days. - Alessandro Delfico
reference
= communication issues w/ what is being requested and
what they submit price on.

Tammy Good
Signature of Evaluator

6-22-15
Date

TAMMY GOOD
Printed Name

EVALUATION CRITERIA

RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: Miller Legs

	<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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>43</u>
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) Experience of staff on similar projects	0-35 points	<u>33</u>
3	Proximity of the nearest office to the project location: a. Location <u>Ft. Lauderdale</u> b. Number of staff at the nearest office	0-10 points	<u>9</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>0</u>
TOTAL			<u>85</u>

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

- 50 yrs in business
- extensive govt. exp.
- sub is Sea Diversified for Hydrographic/bathymetric services.
- GCS exp.

Tammy Good
Signature of Evaluator

6-22-15
Date

TAMMY GOOD
Printed Name

EVALUATION CRITERIA

RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: SEA Diversified

	<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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>45</u>
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) Experience of staff on similar projects	0-35 points	<u>35</u>
3	Proximity of the nearest office to the project location: a. Location <u>Delray</u> b. Number of staff at the nearest office	0-10 points	<u>9</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>0</u>
TOTAL			<u>89</u>

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

- topo & Hydrographic Surveying, GIS
- Various govt experience
- prev. canal maint. exp. for Pompano Beach
- responsive firm - per Clayton Yovic
- Riverside projects for Pompano Beach

Signature of Evaluator: Tammy Good Date: 6-22-15 Printed Name: TAMMY GOOD

EVALUATION CRITERIA

RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: Stoner & Associates, Inc.

<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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	38 40
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) Experience of staff on similar projects	0-35 points	35 30
3 Proximity of the nearest office to the project location: a. Location <u>Davie</u> b. Number of staff at the nearest office	0-10 points	9
4 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	0
TOTAL		79

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

- Govt. exp.
- several proj- w/ Pompano - Airport projects.
- very responsive, excellent quality work
- Pompano proj. (Stormwater project (Chen)) ← Alessandra DeFico - rep.

Tammy Good
Signature of Evaluator

6-22-15
Date

TAMMY GOOD
Printed Name

Top Tier

EVALUATION CRITERIA

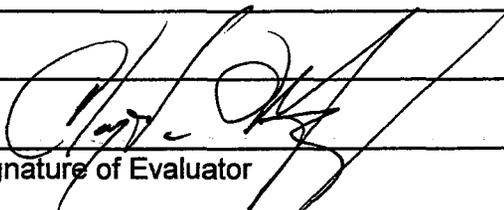
RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: CARDNO

	<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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>43</u>
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) Experience of staff on similar projects	0-35 points	<u>33</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	<u>10</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>0</u>
	TOTAL		<u>86</u>

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

TOP TIER COMPANY

 6-23-15 CLAYTON YOUNG
Signature of Evaluator Date Printed Name

EVALUATION CRITERIA

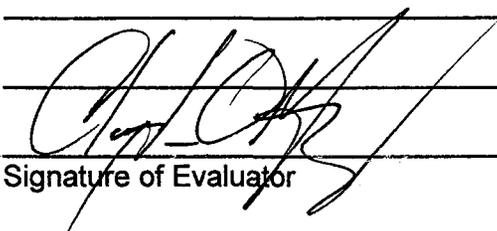
RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: CHP

	<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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>40</u>
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) Experience of staff on similar projects	0-35 points	<u>30</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	<u>5</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>0</u>
TOTAL			<u>75</u>

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

GOOD EXPERIENCE & QUALIFICATIONS



Signature of Evaluator

6-23-15

6-5-15

Date

CURTIS YOUNG

Printed Name

EVALUATION CRITERIA

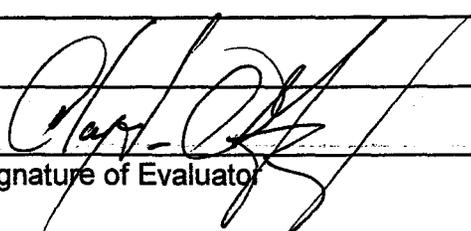
RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: CRAIG SMITH

	<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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>38</u>
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) Experience of staff on similar projects	0-35 points	<u>30</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	<u>10</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>0</u>
TOTAL			<u>78</u>

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

ALL EXPERIENCE IS IN FLORIDA, MAY BE GOOD FOR SIMILAR PROJECT BUT AROUND FOR A LONG TIME.



Signature of Evaluator

6-23-15
6-5-15
Date

CLAYTON YOUNG
Printed Name

EVALUATION CRITERIA

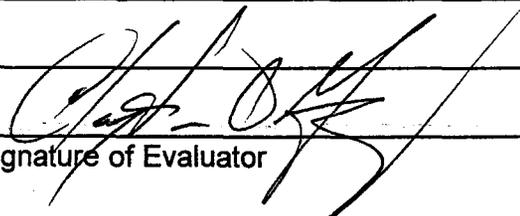
RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: CRAVEN THOMPSON

	<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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>37</u>
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) Experience of staff on similar projects	0-35 points	<u>30</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	<u>10</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>1</u>
TOTAL			<u>78</u>

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

No PROVISIONS FOR HYDROGRAPHIC SURVEY SERVICES
TEAM DOES NOT SHOW A SUB PROVIDING THESE
SERVICES


 Signature of Evaluator

6-23-15
6-5-15
 Date

CLAYTON YOUNG
 Printed Name

EVALUATION CRITERIA

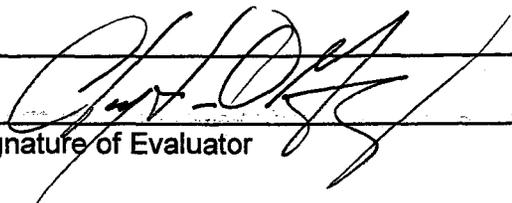
RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: ENGENUITY GROUP INC

	<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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>40</u>
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) Experience of staff on similar projects	0-35 points	<u>31</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	<u>5</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>5</u>
TOTAL			<u>81</u>

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

NO PROVISIONS FOR HYDROGRAPHIC SURVEY SERVICES
TEAM DOES NOT SHOW A SUB PROVIDING THESE
SERVICES.


 Signature of Evaluator

6-23-15
 6-5-15
 Date

CLAYTON YOUNG
 Printed Name

EVALUATION CRITERIA

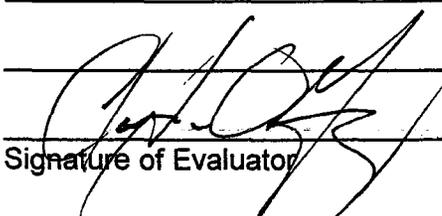
RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: KEITH & 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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>42</u>
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) Experience of staff on similar projects	0-35 points	<u>32</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	<u>10</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>5</u>
	TOTAL		<u>89</u>

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

STILL PROVIDES GOOD WORK BUT A BIT PRICY
OCCASIONALLY SLOW IN PRODUCING A PROPOSAL



6-23-15
6-5-15

CLAYTON YOUNG

Signature of Evaluator

Date

Printed Name

EVALUATION CRITERIA

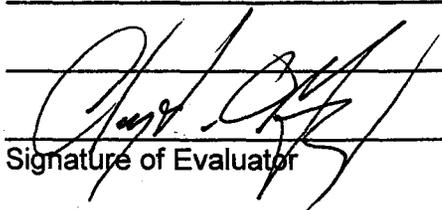
RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: MILNER LEGG

	<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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>30</u>
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) Experience of staff on similar projects	0-35 points	<u>25</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	<u>10</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>0</u>
TOTAL			<u>65</u>

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

SEA DIVULGED AS A-SUB THEY DID NOT RECOGNIZE THAT
NEED.



6-23-15
6-5-15

CLAYTON YOUNG

Signature of Evaluator

Date

Printed Name

EVALUATION CRITERIA

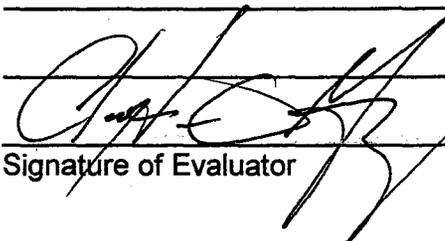
RLI L-36-15 – CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

VENDOR NAME: STONER & 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 b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City (provide description) e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	0-45 points	<u>35</u>
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) Experience of staff on similar projects	0-35 points	<u>32</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	<u>10</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.)	0-10 points	<u>0</u>
TOTAL			<u>77</u>

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

NO PROVISIONS FOR HYDROGRAPHIC SURVEY SERVICES
TEAM DOES NOT SHOW A SUB PROVIDING THESE SERVICES
EITHER. PROFICIENCY IN QUESTION.



Signature of Evaluator

6-23-15
6-5-15
Date

CLAYTON YOUNG
Printed Name

CITY OF POMPANO BEACH RESPONSES

RLI L-36-15

CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

MAY 14, 2015

Company Responding:	Address	City, State, Zip
Avirom & Associates, Inc.	50 SW 2nd Avenue #102	Boca Raton, FL 33432
Cardno	3427 NW 55 Street	Ft. Lauderdale, FL 33309
CB&I Environmental & Infrastructure, Inc.	2481 NW Boca Raton Blvd.	Boca Raton, FL 33431
CPH, Inc.	1992 SW 1st Street	West Palm Beach, FL 33409
Craig A. Smith & Associates	7777 Glades Rd., Ste #410	Boca Raton, FL 33434
Craven Thompson & Associates	3563 NW 53rd Street	Ft. Lauderdale, FL 33309
Engenuity Group Inc.	1280 N Congress Avenue, Suite 101	West Palm Beach, FL 33409
Keith & Associates, Inc.	301 E Atlantic Blvd.	Pompano Beach, FL 33060
Miller Legg	5747 N Andrews Way	Ft. Lauderdale, FL 33309
Sea Diversified, Inc.	21 NW 2nd Street	Delray Beach, 33444
Stoner & Associates, Inc.	4341 SW 62nd Avenue	Davie, FL 33314



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

April 16, 2015

ADDENDUM #1, RLI L-36-15

**CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES
FOR VARIOUS CITY PROJECTS**

To Whom It May Concern,

Please review the following questions submitted by potential bidders, and answers from the City.

Q1: 1. As part of our response, can we provide references for projects outside the tri-county area?

Response: You may provide references for projects outside the tri-county area.

Addendum #1 is posted on the City's website: <http://www.pompanobeachfl.gov>. Acknowledge receipt of this Addendum as instructed on page 5 of the RLI.

The deadline for acceptance of bids in the Purchasing Office, 1190 N.E. 3rd Avenue, Bldg. C, Pompano Beach, 33060, is **2:00 p.m. (local), May 14, 2015.**

The remainder of the solicitation is unchanged at this time.

Sincerely,

Cassandra LeMasurier, Purchasing Supervisor

cc: website
file



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

April 28, 2015

ADDENDUM #2, RLI L-36-15

**CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES
FOR VARIOUS CITY PROJECTS**

To Whom It May Concern,

Please review the following questions submitted by potential bidders, and answers from the City.

Q1: Who is on the selection committee?

Response: The selection committee members consist of Tammy Good, Clayton Young and Alessandra Delfico.

Q2: Who is/are the incumbent firm(s)?

Response: There is no incumbent firm. This is the first time an RLI has been issued for Surveying and Mapping services.

Addendum #2 is posted on the City's website: <http://www.pompanobeachfl.gov>. Acknowledge receipt of this Addendum as instructed on page 5 of the RLI.

The deadline for acceptance of bids in the Purchasing Office, 1190 N.E. 3rd Avenue, Bldg. C, Pompano Beach, 33060, is **2:00 p.m. (local), May 14, 2015.**

The remainder of the solicitation is unchanged at this time.

Sincerely,

Cassandra LeMasurier, Purchasing Supervisor

cc: website
file



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

April 29, 2015

ADDENDUM #3, RLI L-36-15

**CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES
FOR VARIOUS CITY PROJECTS**

To Whom It May Concern,

Please review the following questions submitted by potential bidders, and answers from the City.

Q1: How are the points awarded for the proximity of nearest office category? Are there partial points awarded or all or none? Or is that up to the discretion of the reviewers?

Response: It is up to the discretion of the individual reviewers on the selection committee. Please refer to section 8. Selection/Evaluation Process item 3 of the criteria on page 8 of the RLI which has a point range of 0 – 10 points for the "Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office".

Addendum #2 is posted on the City's website: <http://www.pompanobeachfl.gov>. Acknowledge receipt of this Addendum as instructed on page 5 of the RLI.

The deadline for acceptance of bids in the Purchasing Office, 1190 N.E. 3rd Avenue, Bldg. C, Pompano Beach, 33060, is **2:00 p.m. (local), May 14, 2015.**

The remainder of the solicitation is unchanged at this time.

Sincerely,

Cassandra LeMasurier, Purchasing Supervisor

cc: website
file



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

May 8, 2015

ADDENDUM #4, RLI L-36-15

**CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES
FOR VARIOUS CITY PROJECTS**

To Whom It May Concern,

Please review the following questions submitted by potential bidders, and answers from the City.

Q1: The RLI reads one (1) original "Unbound" proposal, does that mean you do not want any type of binding for the original, just maybe with a binder clip at the top?
Can you please clarify?

Response: The (1) original "unbound" proposal should not have any type of binding such as plastic or metal combs, or be in a 3 ring binder. It can be held together with a binder clip, rubber bands, etc.

Q2: This solicitation has exhibits A - H that include requests for cost information. FS 287.055, Florida's "Consultant's Competitive Negotiations Act" (otherwise referred to as CCNA) is a qualifications based selection process that does not include the discussion of fee/cost information as part of the selection process. This is a CCNA solicitation request. Given the foregoing, how should we respond to the exhibits requesting cost or fee information?

Response: Any place in Exhibits A – H where Contract Amount or Subcontract Amount is requested the amount can be expressed as a percentage of the work rather than a dollar amount. On Exhibit F "Letter of Intent to Perform as a Subcontractor" where it states "at the following price:" you can respond "to be determined".

Addendum #4 is posted on the City's website: <http://www.pompanobeachfl.gov>. Acknowledge receipt of this Addendum as instructed on page 5 of the RLI.

The deadline for acceptance of bids in the Purchasing Office, 1190 N.E. 3rd Avenue, Bldg. C, Pompano Beach, 33060, is **2:00 p.m. (local), May 14, 2015.**

The remainder of the solicitation is unchanged at this time.

Sincerely,

Cassandra LeMasurier, Purchasing Supervisor

cc: website
file



Florida's Warmest Welcome

**CITY OF POMPANO BEACH
REQUEST FOR LETTERS OF INTEREST
L-36-15**

**CONTINUING CONTRACT FOR PROFESSIONAL
SURVEYING AND MAPPING SERVICES**

**RLI OPENING: May 14, 2015, 2:00 P.M.
PURCHASING OFFICE
1190 N.E. 3RD AVENUE, BUILDING C (Front)
POMPANO BEACH, FLORIDA 33060**

April 14, 2015

CITY OF POMPANO BEACH, FLORIDA
REQUEST FOR LETTERS OF INTEREST (RLI)
L-36-15

CONTINUING CONTRACT FOR PROFESSIONAL SURVEYING AND MAPPING SERVICES

Pursuant to Florida Statutes Chapter 287.055 "Consultants' Competitive Negotiation Act" the City of Pompano Beach invites qualified engineering firms to submit Letters of Interest, qualifications and experience for consideration to provide Professional Surveying and Mapping services, as defined in the Florida Statutes, to the City on a continuing as-needed basis.

The City will receive sealed proposals until **2:00 p.m. (local), May 14, 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.

The City intends to issue multiple contracts to survey and mapping firms to provide continuing professional services to the City for various projects. Professional services under this contract will be restricted to those required for any project for which construction costs will not exceed \$2 million, and for any study activity for which fees will not exceed \$200,000. The contracts will be for an initial term of one year, with automatic renewals for four one-year periods.

1. **The types of projects to be undertaken may include, but are not limited to**

- The City's approved Capital Improvement Program maybe found here http://pompanobeachfl.gov/pages/department_directory/budget/budget.html.php

2. **The scope of services may include, but is not limited to, the following;**

Survey Services

- Prepare topographic and bathymetric surveys
- Stake out property
- Prepare record documents, plats etc.
- Firms must be licensed to practice Professional Surveying in the State of Florida, Florida State Statute 472, by the Board of Professional Regulation.

The contractor may provide the following GIS data collection services

- Database population
- Field data collection
- Geodatabase design

The contractor may provide the following GIS data conversion services:

- Digitize, code, and edit points, lines and polygons; enter/update attribute information
- Project and transform geospatial raster and vector data
- Reformat, geo-reference, and rectify geospatial vector data to a project specific base map
- Quality Assurance/Quality Control (QA/QC) of GIS data
- Scan and geo-reference maps and GIS data

3. Term of Contract

The initial contract period shall be one year, commencing upon award by the appropriate City officials.

The contract shall be automatically renewed for four (4) additional one-year periods unless the General Services Director or the successful bidder receiving award shall give notice to the other party of intent not to renew for the additional period, which notice must be delivered by certified mail and must be received at least sixty (60) days prior to the end of the initial contract period. All terms, prices and conditions shall remain firm for the initial period of the contract, and any renewal period.

4. 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 5% 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.

5. 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/departement_directory/development_services/business_tax_receipt_division/business_tax_receipt_division.html.php

The City has set a 5% 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.

6. Required Proposal Submittal

Submission/Format Requirements

Submit one (1) original unbound proposal and four (4) 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.

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. Clearly specify which professional services your firm provides. 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 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.

7. Insurance

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

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

The following insurance coverage shall be required.

- a. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440, regardless of the size of the company (number of employees). The Contractor further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.
- b. Liability Insurance
 - 1) Naming the City of Pompano Beach as an additional insured, on General Liability Insurance only, in connection with work being done under this contract.
 - 2) Such Liability insurance shall include the following checked types of insurance and indicated minimum policy limits.

LIMITS OF LIABILITY

Type of Insurance	each occurrence	aggregate
GENERAL LIABILITY: 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	
— explosion & collapse hazard		property damage
— underground hazard		_____
— 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)	
XX comprehensive form	bodily injury (each accident)	_____

XX	owned	property damage		
XX	hired	bodily injury and		
XX	non-owned	property damage		
		combined		

REAL & PERSONAL PROPERTY

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

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

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

8. 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:	0-45 points
a. Number of similar projects	
b. Complexity of similar projects	
c. References from past projects performed by the firm	
d. Previous projects performed for the City (provide description)	
e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)	
2. Qualifications of personnel including sub consultants:	0-35 points
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) Experience of staff on similar projects
3. Proximity of the nearest office to the project location: 0-10 points
- a. Location
 - b. Number of staff at the nearest office
4. Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? 0-10 points
(Certification of any sub-contractors should also be included with the response.)

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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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.

22. 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.

23. 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.

24. 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>
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(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 "B"
SMALL BUSINESS ENTERPRISE
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

RLI Number _____

TO: _____
(Name of Prime or General Contractor)

The undersigned intends to perform subcontracting work in connection with the above contract as (check below)

_____ an individual

_____ a corporation

_____ a partnership

_____ a joint venture

The undersigned is prepared to perform the following work in connection with the above Contract, as hereafter described in detail:

(Date)

(Name of SBE Contractor)

BY: _____

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 F
LOCAL BUSINESS
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

RLI Number _____

TO: _____
(Name of Prime or General Bidder)

The undersigned City of Pompano Beach business intends to perform subcontracting work in connection with the above contract as (check below)

_____ an individual

_____ a corporation

_____ a partnership

_____ a joint venture

The undersigned is prepared to perform the following work in connection with the above Contract, as hereafter described in detail:

at the following price: _____

(Date)

(Name of Local Business Contractor)

BY: _____

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: _____

STATEMENT OF NO RESPONSE
RLI L-36-15

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 _____