

Meeting Date: 10/27/15

Agenda Item 1

REQUESTED COMMISSION ACTION:

Consent  Ordinance  Resolution  Consideration/Discussion  Presentation

SHORT TITLE Approve ranking order for RLI E-56-15 Construction Engineering and Inspection Services for the Educational Corridor, and authorize staff to negotiate a contract with the highest-ranked firm, Calvin, Giordano & Associates, Inc. (No cost at this time.)

Summary of Purpose and Why:

RLI E-56-15 was issued to select a single firm to provide Construction Engineering and Inspection (CEI) services to the City. City Commission approval of the ranking order presented by the Selection/Evaluation Committee is requested, and authorization is requested for appropriate City staff to negotiate a contract with the highest-ranked firm, Calvin, Giordano & Associates, Inc. Further authorization is requested to continue negotiations with the succeeding ranked firm should an impasse occur in the negotiations with the recommended firm.

- (1) Origin of request for this action: Staff
- (2) Primary staff contact: Horacio Danovich, CIP Engineer 954 786-7834
- (3) Expiration of contract, if applicable: n/a
- (4) Fiscal impact and source of funding: No cost at this time  
302-7454-530.65-12/12176 Capital Projects/MLK Blvd Recon 2011

DEPARTMENTAL COORDINATION	DATE	DEPARTMENTAL RECOMMENDATION	DEPARTMENTAL HEAD SIGNATURE
CIP	<u>10/16/15</u>	<u>Approve</u>	<u>[Signature]</u>
General Services	<u>10/14/15</u>	<u>APPROVE</u>	<u>[Signature]</u>
Budget	<u>10/19/2015</u>	<u>Approve</u>	<u>[Signature]</u>
Finance	<u>10/16/15</u>	<u>Approval</u>	<u>[Signature]</u>

[Signature]  
 City Manager

[Signature]

ACTION TAKEN BY COMMISSION:

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

# MEMORANDUM

Purchasing #16-004  
October 13, 2015

To: Dennis W. Beach, City Manager

Through: Otis J. Thomas, General Services Director 

From: Jeffrey English, Purchasing Agent 

Subject: Award RLI E-56-15 Construction Engineering and Inspection Services for the Educational Corridor

## Contract Need/Background

RLI E-56-15 was issued to select a single firm to provide Construction Engineering and Inspection (CEI) services to the City for the Educational Corridor, which runs on MLK Jr. Blvd/Hammondville Rd. from FL Turnpike to SR-845/Powerline Road.

## 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 responsive proposals.....6

## 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

Six responses were received to the solicitation. The Selection/Evaluation Committee met on October 13th (in a public meeting) to evaluate and rank the responses. Copies of the minutes and voting matrix from the meeting are attached.

## Market Research

The General Services Department performed an outreach to local Engineering Firms to inform them about this project. A total of seven (7) local companies were notified.

## Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order, and authorize the City staff to negotiate a contract with the highest-ranked firm, Calvin, Giordano & Associates, Inc. Additional authorization is requested to continue negotiations with the succeeding ranked firm to complete a contract in case of an impasse in negotiations with the recommended firm.

attachments

cc: file

**MINUTES  
SELECTION / EVALUATION COMMITTEE**

**RLI #E-56-15**

**Construction Engineering and Inspection Services for the Educational Corridor  
Public Works Large Conference Room  
1201 N.E. 5<sup>th</sup> Ave., Pompano Beach, FL.  
10:03 a.m. 10/13/15**

The committee consisted of the following voting members:

Horacio Danovich, CIP Engineer

John Sfiropoulos, City Engineer

Nugyen Tran, NW CRA Director

Non-voting member:

Jeffrey English, Purchasing Agent

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide Construction Engineering and Inspection (CEI) services. This meeting was posted as a "Public Meeting" at City Hall, the Purchasing Division office, and on the City's website. Six firms submitted responsive proposals to the City's Request for Letters of Interest (RLI).

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

Each Committee member had reviewed all of the responses in advance of the meeting. The Committee discussed each of the proposals in alphabetical order, and scored the responses using voting forms containing the evaluation criteria published in the RLI, with the following results:

- |    |   |     |
|----|---|-----|
| 1) | Calvin, Giordano & Associates, Inc.....     | 275 |
| 2) | R J Behar & Company, Inc.....               | 269 |
| 3) | CSA Central, Inc....                        | 249 |
| 4) | Cima Engineering Corp.....                  | 193 |
| 5) | Abaco Engineering, Inc.....                 | 181 |
| 6) | Pistorino & Alam Consulting Engineers, Inc. | 176 |

A copy of the voting matrix is attached. The Committee decided oral presentations would not be required as the scoring results showed sufficient distinction between the responding firms. An agenda item will be prepared to present the ranking to the City Commission for their approval to negotiate a contract with Calvin, Giordano & Associates, Inc.

The meeting adjourned at approximately 11:02 a.m.

CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE EDUCATIONAL CORRIDOR

	Total Potential Points	Abaco Engineering Inc.	Calvin Giordano & Associates Inc.	Cima Engineering Corp.	CSA Central Inc.	Pistorino & Alam Consulting Engineers Inc.	RJ Behar & Company Inc.
<b>Committee Member</b>	Potential Points						
<b><u>Horacio Danovich</u></b>							
Prior Experience	0-50	20	50	30	35	22	38
Qualifications	0-15	8	15	10	15	12	15
Technical Approach	0-30	15	30	21	30	18	30
Certified Minority	0-5	2	0	2	1	1	2
	Total =	45	95	63	81	53	85

	Potential Points						
<b>Committee Member</b>	Potential Points						
<b><u>John Sfiropoulos</u></b>							
Prior Experience	0-50	40	45	38	43	35	48
Qualifications	0-15	12	14	12	12	12	13
Technical Approach	0-30	20	27	18	23	16	28
Certified Minority	0-5	2	0	2	1	1	2
	Total =	74	86	70	79	64	91

	Potential Points						
<b>Committee Member</b>	Potential Points						
<b><u>Nguyen Tran</u></b>							
Prior Experience	0-50	30	50	30	45	30	48
Qualifications	0-15	10	14	10	13	10	13
Technical Approach	0-30	20	30	18	30	18	30
Certified Minority	0-5	2	0	2	1	1	2
	Total =	62	94	60	89	59	93

CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE EDUCATIONAL CORRIDOR

	Total Potential Points	Abaco Engineering Inc.	Calvin Giordano & Associates Inc.	Cima Engineering Corp.	CSA Central Inc.	Pistorino & Alam Consulting Engineers Inc.	RJ Behar & Company Inc.
<b>Committee Members (Average)</b>							
Prior Experience	0-50	30	48	33	41	29	45
Qualifications	0-15	10	14	11	13	11	14
Technical Approach	0-30	18	29	19	28	17	29
Certified Minority	0-5	2	0	2	1	1	2
	<b>Average Score =</b>	60	92	64	83	59	90

<b>Committee Members (Total)</b>							
Prior Experience	0-150	90	145	98	123	87	134
Qualifications	0-45	30	43	32	40	34	41
Technical Approach	0-90	55	87	57	83	52	88
Certified Minority	0-15	6	0	6	3	3	6
	<b>Grand Total=</b>	181	275	193	249	176	269

EVALUATION CRITERIA

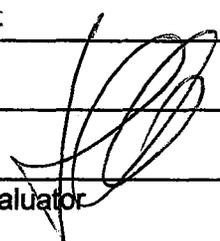
RLI E-56-15 – CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE EDUCATIONAL CORRIDOR

VENDOR NAME: ALACO ENGINEERING, INC.

<u>Item</u>	<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 FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance	0-50	<u>20</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	0-15	<u>8</u>
3	Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>15</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-5	<u>2</u>
<b>Total</b>		<b>0-100</b>	<u>45</u>

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

No Job descriptions from other similar FDOT projects  
to compare to Good team, but insufficient credentials  
to evaluate. Technical approach lacked sufficient  
details.



10/13/15  
Date

Horacio D. D'Amico  
Printed Name

**EVALUATION CRITERIA**  
**RLI E-56-15 – CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE EDUCATIONAL CORRIDOR**

VENDOR NAME: Calvin Gronow

<u>Item</u>	<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 FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance	0-50	<u>50</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	0-15	<u>15</u>
3	Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>30</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-5	<u>0</u>
<b>Total</b>		<b>0-100</b>	<u>95</u>

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

Superb details and experience in projects of similar complexity. All past performance with Gov projects has been well above average. Team assembled for this task has superb credentials. The technical approach touches on every possible detail leaving nothing to the imagination. All in

Work Series / JGALWH / 13/15  
 Signature of Evaluator \_\_\_\_\_ Date \_\_\_\_\_

HORNY Danovich  
 Printed Name \_\_\_\_\_

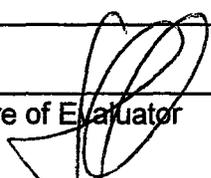
**EVALUATION CRITERIA**  
**RLI E-56-15 – CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE EDUCATIONAL CORRIDOR**

VENDOR NAME: CIMA ENGINEERING CORP.

<u>Item</u>	<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 FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance	0-50	<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	0-15	<u>10</u>
3	Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>21</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-5	<u>2</u>
<b>Total</b>		<b>0-100</b>	<b><u>63</u></b>

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

Not enough volume of work with FDOT-related projects.  
Staff is adequate - lacked enough details in  
technical approach to demonstrate firm has  
superior capability compared to others.

  
 Signature of Evaluator

10/13/15  
 Date

Heungo Danovich  
 Printed Name

EVALUATION CRITERIA

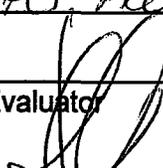
RLI E-56-15 – CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE EDUCATIONAL CORRIDOR

VENDOR NAME: CSA CENTRAL INC.

<u>Item</u>	<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 FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance	0-50	<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	0-15	<u>15</u>
3	Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>30</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-5	<u>1</u>
<b>Total</b>		<b>0-100</b>	<u>81</u>

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

Firm seems to have sufficient experience to handle  
this assignment. However, projects were listed under  
staff and provided insufficient details to understand  
past experience. Little or no experience in the City. Team has  
credentials necessary. Technical approach is sufficient.

Signature of Evaluator 

Date 10/13/15

Printed Name HORASCO BRUNNICH

**EVALUATION CRITERIA**  
**RLI E-56-15 – CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE EDUCATIONAL CORRIDOR**

VENDOR NAME: Ristorino & Alon Consultant Eng.

<u>Item</u>	<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 FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance	0-50	<u>22</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	0-15	<u>12</u>
3	Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>18</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-5	<u>1</u>
<b>Total</b>		<b>0-100</b>	<u>53</u>

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

Firm provided insufficient details regarding similar projects. Not enough to confirm capabilities.  
Staff appear to have sufficient credentials and experience. Technical approach is lacking, nothing about LAP/LIMS, which are typical.

Signature of Evaluator [Signature]

Date 10/13/15

Printed Name Horacio Danovich

**EVALUATION CRITERIA**  
**RLI E-56-15 – CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE EDUCATIONAL CORRIDOR**

VENDOR NAME: R. J. Behar

<u>Item</u>	<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 FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance	0-50	<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	0-15	<u>15</u>
3	Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>30</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-5	<u>2</u>
<b>Total</b>		<b>0-100</b>	<b><u>85</u></b>

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

Firm has plenty of experience and the technical approach is superb. Team assembled has proper credentials. However, their experience with City work (concrete/history) is not as reliable as other bidders.

Signature of Evaluator 

Date 10/13/15

Printed Name Henri's Danovich

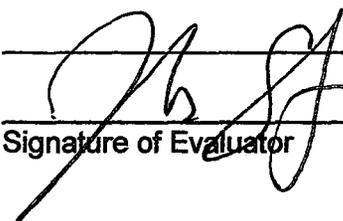
**EVALUATION CRITERIA**  
**RLI E-56-15 – CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE EDUCATIONAL CORRIDOR**

VENDOR NAME: ABACO ENG.

<u>Item</u>	<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 FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance	0-50	<u>40</u>
	a. Number of similar FDOT LAP-certified projects b. Complexity of similar projects <u>① LYONS ROAD MEDIAN IMPROVEMENTS IN COCONUT CREEK</u> c. References from past projects performed by the firm <u>② S/W CONST. PROJECT PARILLAN D.</u> d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance <u>NONE</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	0-15	<u>12</u>
	a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: <u>3 PEs, 2 PLS, 1 RLA</u> (1) Number of licensed staff <u>2 BS. (A13AC ONLY)</u> (2) Education of staff <u>3-SUBS:</u> (3) Experience of staff on similar projects		
3	Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>20</u>
	a. Level of effort <u>GENERIC &amp; GENERAL / NOT SPECIFIC</u> b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.		
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-5	<u>2</u>
	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)		
<b>Total</b>		<b>0-100</b>	<b><u>74</u></b>

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

GENERIC TECH APPROACH & ONLY A COUPLE SIMILAR PROJECTS LISTED.



10/13/15  
Date

JOHN SFIROPOULOS  
Printed Name

**EVALUATION CRITERIA**  
**RLI E-56-15 – CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE EDUCATIONAL CORRIDOR**

VENDOR NAME: CALVIN GIORDANO

<u>Item</u>	<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 FDOT LAP-certified projects <u>12 (3-LAP)</u> b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance <u>9</u>	0-50	<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 <u>2 P.E.'s. &amp; Federal Eng &amp; Testing</u> (2) Education of staff <u>2 B.S.</u> (3) Experience of staff on similar projects	0-15	<u>14</u>
3	Technical approach to perform the tasks described in the Scope of Services: <u>SPECIFIC &amp; described scope</u> a. Level of effort <u>&amp; phases</u> b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>27</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-5	<u>0</u>
<b>Total</b>		<b>0-100</b>	<b><u>86</u></b>

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

EXCELLENT TECH APPROACH & SIMILAR TYPE PROJECTS

[Signature]  
 Signature of Evaluator

10/15/15  
 Date

JOHN SPANOLLOS  
 Printed Name

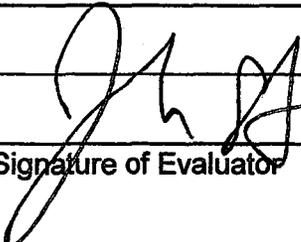
**EVALUATION CRITERIA  
RLI E-56-15 – CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE EDUCATIONAL  
CORRIDOR**

VENDOR NAME: CIMA ENG.

<u>Item</u>	<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 FDOT LAP-certified projects <u>2</u> b. Complexity of similar projects c. References from past projects performed by the firm ✓ d. Previous projects performed for the City <u>NONE</u> e. Litigation within the past 5 years arising out of firm's performance <u>NONE</u>	0-50	<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: <u>4 B.S., 1 M.S.</u> (1) Number of licensed staff (2) Education of staff <u>1-SUB</u> (3) Experience of staff on similar projects	0-15	<u>12</u>
3	Technical approach to perform the tasks described in the Scope of Services: <u>GENERAL</u> a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>18</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-5	<u>2</u>
<b>Total</b>		<b>0-100</b>	<b><u>70</u></b>

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

TECH APPROACH GENERAL & NUMBER OF  
SIMILAR FDOT LAP PROJECTS INCLUDED IN  
QUESTION.

  
 Signature of Evaluator

10/13/15  
 Date

JOHN SFIRAPOULOS  
 Printed Name

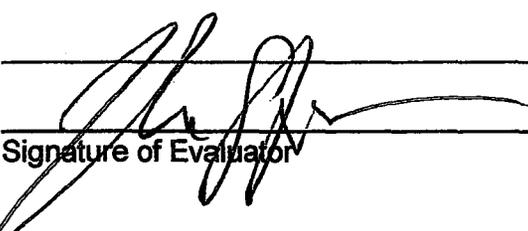
**EVALUATION CRITERIA**  
**RLI E-56-15 – CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE EDUCATIONAL CORRIDOR**

VENDOR NAME: C.S.A. CENTRAL

<u>Item</u>	<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 FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance	0-50	<u>43</u>
	<i>SEE REFERENCE NO. 3</i>		
	<i>NAME</i>		
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	0-15	<u>12</u>
	<i>4 P.E.'S</i>		
	<i>3 B.S. / 1 M.S.</i>		
	<i>SUB: AMEC FOSTER WHEELER</i>		
3	Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>23</u>
	<i>GENERAL &amp; GENERIC / NOT SPECIFIC</i>		
	<i>GOOD SCHEDULE</i>		
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-5	<u>1</u>
<b>Total</b>		0-100	<u>79</u>

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

TECHNICAL APPROACH GENERAL



10/13/15  
Date

JOHN S. FILADOPOULOS  
Printed Name

**EVALUATION CRITERIA**  
**RLI E-56-15 – CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE EDUCATIONAL CORRIDOR**

VENDOR NAME: PISTORINO & AIAM

<u>Item</u>	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1	Prior experience of the firm with projects of similar size and complexity: <i>GENERAL / NO MENTION OF LAP</i> a. Number of similar FDOT LAP-certified projects <i>METR RAIL EXTENSION &amp; BUS EXTENSION</i> b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance <i>5</i>	0-50	<u>35</u>
2	Qualifications of personnel including sub consultants: a. Organizational chart for project ✓ b. Number of technical staff <i>6</i> c. Qualifications of technical staff: (1) Number of licensed staff <i>6 P.E.'S</i> (2) Education of staff <i>7 B.S. / 1 M.S. / 1 RLA</i> (3) Experience of staff on similar projects	0-15	<u>12</u>
3	Technical approach to perform the tasks described in the Scope of Services: <i>GENERAL &amp; GENERIC, NO MENTION OF LAP</i> a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>16</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-5	<u>1</u>
<b>Total</b>		0-100	<u>64</u>

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

GENERAL TECH APPROACH & NO LISTINGS  
OF SIMILAR FDOT-LAP PROJECTS. ~~REASON~~

Signature of Evaluator: *[Signature]* Date: 10/13/15 Printed Name: JOHN STROPOULOS

**EVALUATION CRITERIA**  
**RLI E-56-15 – CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE EDUCATIONAL CORRIDOR**

VENDOR NAME: RS BEHAR

<u>Item</u>	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1	Prior experience of the firm with projects of similar size and complexity: * I HAVE A CONST CONTRACT W/ FDOT a. Number of similar FDOT LAP-certified projects <u>11</u> b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance <u>None</u>	0-50	<u>48</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 <u>3 P.E.'s / 3 P.S.M. &amp; FEDERAL ENG.</u> (2) Education of staff <u>4 B.S. &amp; 2 M.S. (RS BEHAR) &amp; TESTING</u> (3) Experience of staff on similar projects	0-15	<u>13</u>
3	Technical approach to perform the tasks described in the Scope of Services: <u>Very Specific - described scope of all 5-phases</u> a. Level of effort <u>* Traffic Control &amp; PUBLIC INVOLVEMENT</u> b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources. * SOP ENSURING ALL LAP FEDERAL COMPLIANCE requirements are met <u>Precast &amp; Post</u>	0-30	<u>28</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-5	<u>2</u>
<b>Total</b>		<b>0-100</b>	<u>91</u>

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

EXCELLENT TECH APPROACH & NUMEROUS  
LAP CERTIFIED PROJECTS. NO LITIGATION & GREAT  
QUALIFICATIONS

[Signature] 10/13/15 JOHN S. FIDOULOS  
 Signature of Evaluator Date Printed Name

EVALUATION CRITERIA  
 RLI E-56-15 – CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE EDUCATIONAL  
 CORRIDOR

VENDOR NAME: ABACO Engineering, Inc.

<u>Item</u>	<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 FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance	0-50	<u>30</u>
2	Qualifications of personnel including sub consultants: a. Organizational chart for project <u>Landscape, Testing, Surveyor-3 Subs</u> 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	0-15	<u>10</u>
3	Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>20</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-5	<u>2</u>
<b>Total</b>		<b>0-100</b>	<b><u>62</u></b>

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

Small firm with Principal as Project Manager. Woman owned  
firm with office in Coral Springs. Experienced staff but  
less experience in larger / similar projects as other  
proposers.

*[Signature]*  
 Signature of Evaluator

10/13/15  
 Date

NGUYEN TRAN  
 Printed Name

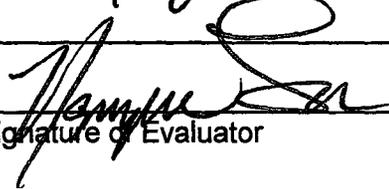
EVALUATION CRITERIA  
 RLI E-56-15 – CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE EDUCATIONAL  
 CORRIDOR

VENDOR NAME: Calvin Giordano & Assoc.

<u>Item</u>	<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 FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance	0-50	<u>50</u>
2	Qualifications of personnel including sub consultants: a. Organizational chart for project <u>Testing - 1 Sub</u> 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	0-15	<u>14</u>
3	Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>30</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-5	<u>0</u>
<b>Total</b>		<b>0-100</b>	<b><u>94</u></b>

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

Full Service Firm with Capacity to perform the work.  
All Services are in-house except for Material Testing.  
Very qualified firm with many similar projects.

      10/13/15      Nguyen Tran  
 Signature of Evaluator      Date      Printed Name

EVALUATION CRITERIA

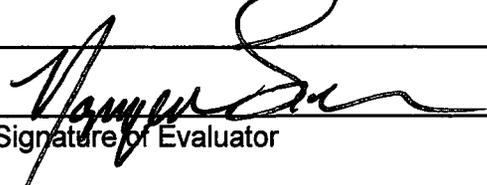
RLI E-56-15 – CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE EDUCATIONAL CORRIDOR

VENDOR NAME: CIMA Engineering Corp.

<u>Item</u>	<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 FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance	0-50	<u>30</u>
2	Qualifications of personnel including sub consultants: a. Organizational chart for project <u>landscape - 1 sub.</u> 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	0-15	<u>10</u>
3	Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>18</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-5	<u>2</u>
<b>Total</b>		<b>0-100</b>	<b><u>60</u></b>

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

Small Woman owned Business located in Landeshill.  
1 subcontractor but all work in-house. No survey or Testing  
Contractors listed on Team. Some experience in Roadway construction  
but less experience than other proposers.

  
 Signature of Evaluator

10/13/15  
 Date

Nguyen Tran  
 Printed Name

EVALUATION CRITERIA  
 RLI E-56-15 – CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE EDUCATIONAL  
 CORRIDOR

VENDOR NAME: CSA Central, Inc.

<u>Item</u>	<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 FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance	0-50	<u>45</u>
2	Qualifications of personnel including sub consultants: a. Organizational chart for project <u>Wheeler, Rodriguez 2 Subs</u> 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	0-15	<u>13</u>
3	Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>30</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-5	<u>1</u>
<b>Total</b>		<b>0-100</b>	<b><u>89</u></b>

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

Very thorough and detailed Technical Approach. Large Hispanic owned Business with office in Miami. Schedule goes into Feb 2017. Firm has Capacity for the job but no Local Subs on Team. All work performed inhouse but QA/QC & Work by AMEC Foster Wheeler. Good Roadway Experience.

*[Signature]*      10/13/15      Newton Tran  
 Signature of Evaluator      Date      Printed Name

EVALUATION CRITERIA

RLI E-56-15 – CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE EDUCATIONAL CORRIDOR

VENDOR NAME: Pistorino & Alam Cons. Eng.

<u>Item</u>	<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 FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance	0-50	<u>20</u>
2	Qualifications of personnel including sub consultants: a. Organizational chart for project <u>UA - 1 sub.</u> 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	0-15	<u>10</u>
3	Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>18</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-5	<u>1</u>
<b>Total</b>		<b>0-100</b>	<b><u>59</u></b>

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

Small Miami based firm with some knowledge & experience with projects of similar size; but less experience compared to other proposers. Not successful in obtaining local subcontractors. Project team is qualified but most work has been in Miami market.

[Signature]  
Signature of Evaluator

10/13/15  
Date

NGUYEN TRAN  
Printed Name

EVALUATION CRITERIA

RLI E-56-15 – CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE EDUCATIONAL CORRIDOR

VENDOR NAME: <sup>RJ</sup> BETHEA & Company

<u>Item</u>	<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 FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance	0-50	<u>48</u>
2	Qualifications of personnel including sub consultants: a. Organizational chart for project <u>Craw-Thompson &amp; FET, 2subs</u> 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	0-15	<u>13</u>
3	Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>30</u>
4	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-5	<u>2</u>
<b>Total</b>		<b>0-100</b>	<b><u>93</u></b>

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

Detailed Project Approach with all services in house but Testing?  
Surveying. Firm from Pembroke Pines using F&E Eng Testing who is  
a P.B. Company. Equipped firm with Qualified Personnel  
& experienced with many Roadway projects. Very Complete  
Submittal & scored high in all criteria.

Nguyen Tran  
Signature of Evaluator

10/13/15  
Date

Nguyen TRAN  
Printed Name

CITY OF POMPANO BEACH RESPONSES

RLI E-56-15

CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE EDUCATIONAL CORRIDOR

September 30, 2015

<b>Company Responding:</b>	<b>Address</b>	<b>City, State, Zip</b>
Abaco Engineering, Inc.	10100 N. Sample Rd., Ste. 334	Coral Springs, FL. 33067
Calvin Giordano & Associates, Inc.	1800 Ellen Dr., Ste. 600	Fort Lauderdale, FL. 33316
Cima Engineering Corp.	6800 W. Commercial Blvd., Ste. 2	Lauderhill, FL. 33319
CSA Central, Inc.	6100 Blue Lagoon Dr., Ste. 300	Miami, FL. 33126
Pistorino & Alam Consultant Engineers	7171 S.W. 62 Ave., 4th Flor	Miami, FL. 33143
R.J. Behar & Company, Inc.	6861 S.W. 196 Ave., Ste. 302	Pembroke Pines, FL. 33332



Florida's Warmest Welcome

**CITY OF POMPANO BEACH  
REQUEST FOR LETTERS OF INTEREST  
E-56-15**

**CONSTRUCTION ENGINEERING AND INSPECTION  
SERVICES FOR THE EDUCATIONAL CORRIDOR**

**RLI OPENING: September 30, 2015, 2:00 P.M.  
PURCHASING OFFICE  
1190 N.E. 3RD AVENUE, BUILDING C (Front)  
POMPANO BEACH, FLORIDA 33060**

September 4, 2015

CITY OF POMPANO BEACH, FLORIDA  
REQUEST FOR LETTERS OF INTEREST (RLI)  
E-56-15  
CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE EDUCATIONAL  
CORRIDOR

Pursuant to Florida Statutes Chapter 287.055 "Consultants' Competitive Negotiation Act" the City of Pompano Beach invites professional engineering firms to submit Letters of Interest, qualifications and experience for consideration to provide Construction Engineering and Inspection (CEI) services to the City for the Educational Corridor, which runs on MLK Jr. Blvd/Hammondville Rd. from FL Turnpike to SR-845/Powerline Road.

The City will receive sealed proposals until 2:00 p.m. (local), September 30, 2015, in the City's Purchasing Office, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida, 33060. E-mailed or faxed proposals will not be acceptable.

**Introduction**

The City intends to issue a single contract to an engineering firm to provide Construction Engineering and Inspection (CEI) services to the City. The projects have a total estimated to be in excess of \$2,000,000 construction cost. A final budget has not been established.

**A. Scope Of Services**

This scope of services describes and defines the Construction Engineering and Inspection (CEI) services which are required for contract administration, inspection, and materials sampling and testing for the construction projects listed below. Service provider to be FDOT certified to conduct CEI services. The Educational Corridor runs from MLK Jr. Blvd/Hammondville Rd. from FL Turnpike to SR-845/Powerline Road.

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

**1. Construction Services**

- Attend one (1) pre-construction meeting at Municipality location; record / prepare / distribute meeting minutes. Pre-con meeting to be conducted by others (City / Engineer of Record).
- Schedule, attend and conduct bi-weekly construction progress meetings at Municipality location for the duration of the construction project (assumed effort at 15 meetings @ 2 hours per meeting); prepare and distribute meeting minutes.
- Coordinate and conduct a pre-construction meeting with FDOT, City, Contractor and Local Agency Program (LAP) Oversight representative(s); record / prepare / distribute meeting minutes.

- Request / obtain access to FDOT LAP reporting documentation systems: Local Area Program Information Tool (LAPIT) and Equal Opportunity Compliance (EOC).
- Conduct and submit labor interviews for conformance with wage rates and DBE monitoring reports.
- Prepare and submit monthly LAP progress report(s), upload contract documents, payment applications, change orders, and related documents.
- Prepare, coordinate and submit (for FDOT approval) construction changes orders.
- Schedule and conduct a final inspection with FDOT LAP representatives.
- Assist the City with preparation and submittal of FDOT LAP close-out package ('Blue Folder').
- Coordinate and assist the City with reimbursement package submittal.
- Construction quality control inspections.
- Review and monitor compliance with drawings and technical specifications (e.g., bid schedule, project manual);
- Receive, and coordinate interpretations and clarifications of the Contract Documents (RFI responses, plan revisions, and Work Change Directives). In connection therewith, assist in the review and processing of any work change directives or change orders requested by the City.
- Receive and coordinate the review and processing of shop drawings, samples and other data, which the Contractor is required to submit.
- Make periodic / daily observations (estimated at four (4) hours per day) of Field / Resident Project Representative services for compliance with plans and specifications; provide copies of observation reports to the City on a weekly basis. Make interim inspections for substantial and final completion(s) to determine, in general, if the work has been completed in conformance with the intent of the Contract Documents.
- Attend close-out inspections with City, Contractor and permitting agencies; prepare and distribute punch-list(s).
- Perform initial reviews of as-builts supplied by the Contractor; coordinate final reviews with City and other governing agencies.
- Assist in obtaining information from the Contractor to process close-out packages. Prepare and submit permit close-out documents and certification(s).
- Review, coordinate required revisions, and approve and payment application requests; processing of applications by City.
- Attend and participate in meetings with the City, Contractor, and appropriate regulatory agencies when requested by the City and necessary for consultation and conferences in regard to construction of the project.
- Receive, review and process Contractor's construction schedule (s), and schedule of values.

## 2. Landscaping and Irrigation Construction Observation Services

- Conduct periodic inspections as deemed applicable for LAP approval.
- Assist City inspectors with compliance of applicable standards.

## 3. LAP Coordination

- Re-review of rejected shop drawings.
- Review and approval of Contractor pay requests.
- Review of shop drawings for contractor or Client selected alternatives, materials, products, etc.
- Special shop drawing annotation and modification to expedite shop drawing approval process.
- Review and approve updated boundary survey, site evaluation or closing assistance work, if necessary.

Service provider to be FDOT certified to conduct CEI services.

**B. Tasks/Deliverables**

In general, the engineering firm will provide CEI services as described above. Task/Deliverables shall be in accordance with LAP certification requirements established by FDOT.

**C. 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](http://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.

**D. Local Business Program**

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

You can view the list of City businesses that have a current Business Tax Receipt on the City's website, and locate local firms that are available to perform the work required by the specifications. The business information, sorted by business use classification, is posted on the webpage for the Business Tax Receipt Division: [http://pompanobeachfl.gov/pages/department\\_directory/development\\_services/business\\_tax\\_receipt\\_division/business\\_tax\\_receipt\\_division.html.php](http://pompanobeachfl.gov/pages/department_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.

**E. 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.

**Technical Approach:**

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

**Schedule:**

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

**Project Team Form:**

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

**Organizational Chart:**

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

**Statement of Skills and Experience of Project Team:**

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

**Resumes of Key Personnel**

Include resumes for key personnel for prime and subconsultants.

**References:**

References for past three (3) projects in the tri-county area (Broward, Palm Beach, and Miami-Dade.) Describe the scope of each project in physical terms and by cost, describe the respondent's responsibilities, and provide the contact information (name, email, telephone number) of an individual in a position of responsibility who can attest to respondent's activities in relation to the project.

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

**Office Locations:**

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

If firms are situated outside the local area, (Broward, Palm Beach, and Miami-Dade counties) include a brief statement as to whether or not the firm will arrange for a local office during the term of the contract, if necessary.

**Minority Business Enterprises:**

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

For any member of your team that is a certified Minority Business Enterprise (as defined by the State of Florida) you must include copies of their certifications for them to be considered toward Item 5 in the evaluation criteria. Complete Exhibit I and attach certificates.

**Small Business Enterprises:**

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

**Local Businesses:**

Completed Local Business program forms, Exhibits E-H.

**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.

**F. 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.

1. 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.
2. Liability Insurance
  - a) Naming the City of Pompano Beach as an additional insured, on General Liability Insurance only, in connection with work being done under this contract.
  - b) 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
<b>GENERAL LIABILITY: MINIMUM \$1,000,000 per OCCURRENCE/\$1,000,000 AGGREGATE</b>		
* 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	
XX contractual insurance	property damage	
XX broad form property	combined	
— damage		
XX independent contractors		
XX personal injury	personal injury	

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

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

**REAL & PERSONAL PROPERTY**

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

**EXCESS LIABILITY**

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

XX **PROFESSIONAL LIABILITY** \$2,000,000. \$2,000,000.  
\* Policy to be written on a 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.

**G. 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:	0-50
	a. Number of similar FDOT LAP-certified projects	
	b. Complexity of similar projects	
	c. References from past projects performed by the firm	
	d. Previous projects performed for the City	
	e. Litigation within the past 5 years arising out of firm's performance	

<p>2. Qualifications of personnel including sub consultants:</p> <p style="margin-left: 20px;">a. Organizational chart for project</p> <p style="margin-left: 20px;">b. Number of technical staff</p> <p style="margin-left: 20px;">c. Qualifications of technical staff:</p> <p style="margin-left: 40px;">(1) Number of licensed staff</p> <p style="margin-left: 40px;">(2) Education of staff</p> <p style="margin-left: 40px;">(3) Experience of staff on similar projects</p>	<p>0-15</p>
<p>3. Technical approach to perform the tasks described in the Scope of Services:</p> <p style="margin-left: 20px;">a. Level of effort</p> <p style="margin-left: 20px;">b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control</p> <p style="margin-left: 20px;">c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.</p>	<p>0-30</p>
<p>4. Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)</p>	<p>0-5</p>
<p><b>Total</b></p>	<p><b>0-100</b></p>

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.

**H. 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.

**I. 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.

**J. 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.

**K. 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.

**L. 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.

**M. 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.

**N. 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.

**O. 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.

**P. 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.

**Q. 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.

**R. 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.

**S. 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.

**T. 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.

**U. Standard Provisions**

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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. 3<sup>rd</sup> Avenue, Building C, Pompano Beach, Florida 33060.

9. 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.

10. 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.

11. Public Records

- a. 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:
  - i. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service;
  - ii. 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;
  - iii. 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
  - iv. 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.

- b. 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.

**V. 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](mailto: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.

**W. 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 Percentage of Work</u>

***(INCLUDE CERTIFICATES FOR ANY FIRMS LISTED ON THIS PAGE)***

FOR CITY USE ONLY

Total SBE Contract Participation \_\_\_\_\_

Are documents requested submitted accordingly     YES     NO



EXHIBIT "C"  
SMALL BUSINESS ENTERPRISE  
UNAVAILABILITY FORM

RLI # \_\_\_\_\_

I, \_\_\_\_\_  
(Name and Title)

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

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

Said SBE CONTRACTOR(s):

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Attach additional documents as available.

EXHIBIT "D"  
SMALL BUSINESS ENTERPRISE  
GOOD FAITH EFFORT REPORT

RLI # \_\_\_\_\_

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

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---

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

---

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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?

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7. List the SBEs you will utilize and subcontract percentage of work.

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8. Other comments: \_\_\_\_\_

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Note: Please attach the unavailability letters with this report.

EXHIBIT E  
CITY OF POMPANO BEACH, FLORIDA  
LOCAL BUSINESS PARTICIPATION FORM

RLI Number & Title: \_\_\_\_\_

Prime Contractor's Name: \_\_\_\_\_

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



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?

---

---

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---

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 percentage of work.

_____	_____
_____	_____
_____	_____

8. Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EXHIBIT I

MINORITY BUSINESS ENTERPRISE PARTICIPATION

RLI # \_\_\_\_\_

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

Name of Firm	Certificate Included?

**STATEMENT OF NO RESPONSE**  
**E-56-15**  
**CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE**  
**EDUCATIONAL CORRIDOR**

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. 3<sup>rd</sup> 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 \_\_\_\_\_