

Meeting Date: 12/08/15

Agenda Item 8

REQUESTED COMMISSION ACTION:

Consent Ordinance Resolution Consideration/Discussion Presentation

SHORT TITLE Approve ranking order for RLI E-38-15 Kendall Lake Neighborhood Storm Water
Improvements, and authorize staff to negotiate a contract with the highest-
ranked firm, Mathews Consulting, Inc. (No cost at this time.)

Summary of Purpose and Why:

RLI E-38-15 was issued to select a single contract to an engineering firm to provide professional engineering services to the City for the design, bidding, and construction phase services for storm water improvements. 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, Mathews Consulting Inc. Further authorization is requested to continue negotiations with the succeeding ranked firm should an impasse occur in the negotiations with the recommended firm. The General Services Department performed an outreach to local Engineering Firms to inform them about this project. A total of four (4) local companies were notified.

- (1) Origin of request for this action: Staff
- (2) Primary staff contact: A Randolph Brown, Utilities Director 954 786-7044
- (3) Expiration of contract, if applicable: n/a
- (4) Fiscal impact and source of funding: No cost at this time
425-7569-538.65-03/16291 Storm Water Utility Fund/Capital Projects/Kendall Lakes

DEPARTMENTAL COORDINATION	DATE	DEPARTMENTAL RECOMMENDATION	DEPARTMENTAL HEAD SIGNATURE
Utilities	<u>11/20/15</u>	<u>APPROVE</u>	<u>[Signature]</u>
General Services	<u>11/19/15</u>	<u>APPROVE</u>	<u>[Signature]</u>
Budget	<u>11/20/15</u>	<u>Approve</u>	<u>[Signature]</u>
Finance	<u>11/20/15</u>	<u>Approval</u>	<u>[Signature]</u>

City Manager [Signature]

ACTION TAKEN BY COMMISSION:

Ordinance	Resolution	Consideration	Workshop
1 st Reading	1 st Reading	Results:	Results:
2 nd Reading			

MEMORANDUM

Purchasing #16-031
November 19, 2015

To: Dennis W. Beach, City Manager

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

From: Jeffrey English, Purchasing Agent *JE*

Subject: Award RLI E-38-15 Kendall Lake Neighborhood Stormwater Improvements

Contract Need/Background

RLI E-38-15 was issued to select a single firm to provide professional engineering services for the design, bidding, and construction phase services for storm water improvements.

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.....9

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

Nine responses were received to the solicitation. The Selection/Evaluation Committee met on November 17th (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 four (4) 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, Mathews Consulting, 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-38-15
Kendall Lake Neighborhood Stormwater Improvements
Public Works Large Conference Room
1201 N.E. 5th Ave., Pompano Beach, FL.
09:02 a.m. 11/17/15**

The committee consisted of the following voting members:

Benjamin Bray, Acting Utilities Field Superintendent
Alessandra Delfico, Civil Engineer III
Michael Taylor, Stormwater Supervisor

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 professional engineering services for the design, bidding, and construction phase services for storm water improvements. This meeting was posted as a "Public Meeting" at City Hall, the Purchasing Division office, and on the City's website. Nine firms submitted responsive proposals to the City's Request for Letters of Interest (RLI).

Michael Taylor 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)	Mathews Consulting, Inc.....	268
2)	Craven Thompson & Associates.....	244
3)	Chen Moore and Associates.....	236
4)	Keith & Associates, Inc.....	222
5)	RS & H, Inc.....	201
6)	Calvin Giordano & Associates, Inc....	196
7)	IBI Group Inc.	177
8)	Total Municipal Solutions, Inc.	176
9)	SSN Engineering, LLC.....	166

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 Mathews Consulting, Inc.

The meeting adjourned at approximately 11:00 a.m.

	Total Potential Points	Calvin, Giordano & Associates, Inc.	Chen Moore and Associates	Craven Thompson & Associates, Inc.	IBI Group Inc.
Committee Member	Potential Points				
<u>Benjamin Bray</u>					
Prior Experience	0-30	22	22	24	15
Qualifications of Personnel	0-20	15	16	18	16
Proximity of the Nearest Office	0-10	10	10	10	10
Technical Approach	0-30	22	22	25	18
Certified Minority Business Enterprise	0-10	2	7	1	3
	Total =	71	77	78	62

	Potential Points				
Committee Member	Potential Points				
<u>Alessandra Delfico</u>					
Prior Experience	0-30	25	22	26	17
Qualifications of Personnel	0-20	17	17	18	16
Proximity of the Nearest Office	0-10	10	10	10	10
Technical Approach	0-30	24	21	27	19
Certified Minority Business Enterprise	0-10	2	7	1	3
	Total =	78	77	82	65

	Potential Points				
Committee Member	Potential Points				
<u>Michael Taylor</u>					
Prior Experience	0-30	15	20	25	15
Qualifications of Personnel	0-20	10	20	20	10
Proximity of the Nearest Office	0-10	5	8	9	7
Technical Approach	0-30	15	27	29	15
Certified Minority Business Enterprise	0-10	2	7	1	3
	Total =	47	82	84	50

Analysis Comparison E-38-15 Kendall Lake Neighborhood Stormwater Improvements

	Total Potential Points	Keith & Associates, Inc.	Mathew Consulting, Inc.	RS&H, Inc.	SSN Engineering, LLC	Total Municipal Solutions, Inc.
Committee Member	Potential Points					
Benjamin Bray						
Prior Experience	0-30	20	28	24	14	14
Qualifications of Personnel	0-20	17	19	17	14	14
Proximity of the Nearest Office	0-10	10	10	10	10	10
Technical Approach	0-30	22	28	25	19	19
Certified Minority Business Enterprise	0-10	5	6	2	2	6
	Total =	74	91	78	59	63

	Potential Points					
Committee Member	Potential Points					
Alessandra Delfico						
Prior Experience	0-30	17	27	25	12	12
Qualifications of Personnel	0-20	16	18	18	16	14
Proximity of the Nearest Office	0-10	10	10	10	10	10
Technical Approach	0-30	20	27	25	19	18
Certified Minority Business Enterprise	0-10	5	6	2	2	6
	Total =	68	88	80	59	60

	Potential Points					
Committee Member	Potential Points					
Michael Taylor						
Prior Experience	0-30	20	25	15	15	15
Qualifications of Personnel	0-20	20	20	10	10	10
Proximity of the Nearest Office	0-10	10	8	6	6	7
Technical Approach	0-30	25	30	10	15	15
Certified Minority Business Enterprise	0-10	5	6	2	2	6
	Total =	80	89	43	48	53

	Total Potential Points	Calvin, Giordano & Associates, Inc.	Chen Moore and Associates	Craven Thompson & Associates, Inc.	IBI Group Inc.
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Committee Members (Average)	Potential Points				
Prior Experience	0-30	21	21	25	16
Qualifications of Personnel	0-20	14	18	19	14
Proximity of the Nearest Office	0-10	8	9	10	9
Technical Approach	0-30	20	23	27	17
Certified Minority Business Enterprise	0-10	2	7	1	3
	Average Score =	65	79	81	59

Committee Members (Total)	Potential Points				
Prior Experience	0-90	62	64	75	47
Qualifications of Personnel	0-60	42	53	56	42
Proximity of the Nearest Office	0-30	25	28	29	27
Technical Approach	0-90	61	70	81	52
Certified Minority Business Enterprise	0-30	6	21	3	9
	Grand Total=	196	236	244	177

Analysis Comparison E-38-15 Kendall Lake Neighborhood Stormwater Improvements

	Total Potential Points	Keith & Associates, Inc.	Mathew Consulting, Inc.	RS&H, Inc.	SSN Engineering, LLC	Total Municipal Solutions, Inc.
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Committee Members (Average)	Potential Points					
Prior Experience	0-30	19	27	21	14	14
Qualifications of Personnel	0-20	18	19	15	13	13
Proximity of the Nearest Office	0-10	10	9	9	9	9
Technical Approach	0-30	22	28	20	18	17
Certified Minority Business Enterprise	0-10	5	6	2	2	6
	Average Score =	74	89	67	55	59

Committee Members (Total)	Potential Points					
Prior Experience	0-90	57	80	64	41	41
Qualifications of Personnel	0-60	53	57	45	40	38
Proximity of the Nearest Office	0-30	30	28	26	26	27
Technical Approach	0-90	67	85	60	53	52
Certified Minority Business Enterprise	0-30	15	18	6	6	18
	Grand Total=	222	268	201	166	176

EVALUATION CRITERIA
 RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Calvin, Giordano & Assoc., Inc.

	<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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	<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	0-20 points	<u>15</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 Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	<u>22</u>
5 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	<u>2</u>
TOTAL		<u>71</u>

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

Good amount of stormwater construction

Benjamin A Bray 11-17-15
 Signature of Evaluator Date

Benjamin A Bray
 Printed Name

EVALUATION CRITERIA
 RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Chen Moore

	<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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	<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	0-20 points	<u>16</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 Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	<u>22</u>
5 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	<u>7</u>
TOTAL		<u>77</u>

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

Middle of the road, Happy with master plan.

Benjamin A. Bray
 Signature of Evaluator

11-17-15
 Date

Benjamin A. Bray
 Printed Name

EVALUATION CRITERIA
RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	<u>24</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	0-20 points	<u>18</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office Technical approach to perform the tasks described in the Scope of Services:	0-10 points	<u>10</u>
4	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	<u>25</u>
5	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	<u>1</u>
TOTAL			<u>78</u>

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

Very nice work plan. Offered a good alternative

Benjamin A Bray
Signature of Evaluator

11-17-15
Date

Benjamin A Bray
Printed Name

EVALUATION CRITERIA
 RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: IBI Group Inc

	<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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	<u>15</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	0-20 points	<u>16</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 Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	<u>18</u>
5 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	<u>3</u>
TOTAL		<u>62</u>

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

Did not display very much experience in my judgement.

Benjamin A. Bray
 Signature of Evaluator

11-17-15
 Date

Benjamin A. Bray
 Printed Name

EVALUATION CRITERIA
 RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Keith & Associates, Inc

	<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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	<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	0-20 points	<u>17</u>
3 Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office Technical approach to perform the tasks described in the Scope of Services:	0-10 points	<u>10</u>
4 a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	<u>22</u>
5 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	<u>5</u>
TOTAL		<u>74</u>

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

Lacks experience as being the main contractor.
U do like reaction & time to clarify my
issues.

Benjamin R Bray 11-17-15 Benjamin R Bray
 Signature of Evaluator Date Printed Name

EVALUATION CRITERIA
 RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Matthew Consulting, 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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	<u>28</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	0-20 points	<u>19</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>
Technical approach to perform the tasks described in the Scope of Services: 4 a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	<u>28</u>
5 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	<u>6</u>
TOTAL		<u>91</u>

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

Very nice layout. Lots of experience with large projects. Very professional staff.

Benjamin A Bray
 Signature of Evaluator

11-17-15
 Date

Benjamin A Bray
 Printed Name

EVALUATION CRITERIA
 RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: RSH, 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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	<u>24</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	0-20 points	<u>17</u>
3 Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office Technical approach to perform the tasks described in the Scope of Services:	0-10 points	<u>10</u>
4 a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	<u>25</u>
5 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	<u>2</u>
TOTAL		<u>78</u>

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

Very nice work plan. Highway construction
experience but lacks residential construction
experience.

Benjamin R Bray
 Signature of Evaluator

11-17-15
 Date

Benjamin R Bray
 Printed Name

EVALUATION CRITERIA
 RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: SS&N Engineering

<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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	<u>14</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	0-20 points	<u>14</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 Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	<u>19</u>
5 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	<u>2</u>
TOTAL		<u>59</u>

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

Good construction experience. No mention of public information plan.

Benjamin A Bray
 Signature of Evaluator

11-17-15
 Date

Benjamin A Bray
 Printed Name

EVALUATION CRITERIA
 RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Total Municipal Solutions

	<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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	<u>14</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	0-20 points	<u>14</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 Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	<u>19</u>
5 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	<u>6</u>
TOTAL		<u>63</u>

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

Not much experience together although a lot of years combined. No mention of public information.

Benjamin R Bray 11-17-15 Benjamin R Bray
 Signature of Evaluator Date Printed Name

EVALUATION CRITERIA
 RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Calvin, Giordano & 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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	25
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	0-20 points	17
3 Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office Technical approach to perform the tasks described in the Scope of Services:	0-10 points	10
4 a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	24
5 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	2
TOTAL		78

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

____okay proposal, a lot of stormwater experience_____

Alessandra Delfico
 Signature of Evaluator

11-19-15
 Date

Alessandra Delfico
 Printed Name

EVALUATION CRITERIA
 RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Chen Moore and 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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	22
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	0-20 points	17
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office Technical approach to perform the tasks described in the Scope of Services:	0-10 points	10
4	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	21
5	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	7
TOTAL			77

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

okay plan, nothing special

Alessandra Delfico 11-17-15
 Signature of Evaluator Date

Alessandra Delfico
 Printed Name

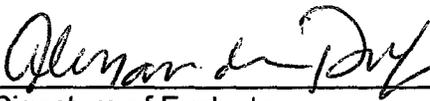
EVALUATION CRITERIA
 RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Craven Thompson & 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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	26
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	0-20 points	18
3 Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	10
4 Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	27
5 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	1
TOTAL		82

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

____ Nice alternative offered, good work plan _____

 11-17-15
 Signature of Evaluator Date

 Alessandra Delfico
 Printed Name

EVALUATION CRITERIA
RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: IBI 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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	17
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	0-20 points	16
3 Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	10
Technical approach to perform the tasks described in the Scope of Services:		
4 a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	19
5 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	3
TOTAL		65

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

___ not much experience, mentioned icpr not swmm no litigation, did not acknowledge add #2



Signature of Evaluator

11-17-15

Date

Alessandra Delfico

Printed Name

EVALUATION CRITERIA
 RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	17
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	0-20 points	16
3 Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	10
4 Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	20
5 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	5
TOTAL		68

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

 Okay experience, not many as prime contractor, recommended icpr not swmm

Alessandra Delfico
 Signature of Evaluator

11-17-15
 Date

Alessandra Delfico
 Printed Name

EVALUATION CRITERIA
 RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Matthew Consulting, 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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	27
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	0-20 points	18
3 Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	10
4 Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	27
5 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	6
TOTAL		88

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

Great relevant experience.

Alessandra Delfico 11-17-15
 Signature of Evaluator Date

Alessandra Delfico
 Printed Name

EVALUATION CRITERIA
RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: RS&H, 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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	25
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	0-20 points	18
3 Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	10
4 Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	25
5 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	2
TOTAL		80

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

___Thorough analysis and work plan. A lot of highway work.

Alessandra Delfico 11-17-15
Signature of Evaluator Date

Alessandra Delfico
Printed Name

EVALUATION CRITERIA
RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: SSN Engineering, LLC

<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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	12
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	0-20 points	16
3 Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	10
Technical approach to perform the tasks described in the Scope of Services:		
4 a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	19
5 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	2
TOTAL		59

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

___ Okay experience, no mention of public information plan _____

Alessandra Delfico
Signature of Evaluator

11-17-15
Date

Alessandra Delfico
Printed Name

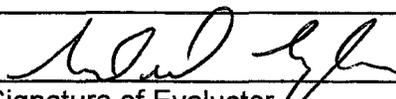
EVALUATION CRITERIA
RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Calvin Giodano + Assoc.

<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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	<u>15</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	0-20 points	<u>10</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>
Technical approach to perform the tasks described in the Scope of Services:		
4 a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	<u>15</u>
5 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	<u>2</u>
TOTAL		<u>47</u>

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

A lot of litigation, I wasn't impressed with their design,
Not a lot of work similar, scope was ok


Signature of Evaluator

11/17/15
Date

Michael Taylor
Printed Name

EVALUATION CRITERIA
 RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Chen Moore

<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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	<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	0-20 points	<u>20</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>8</u>
Technical approach to perform the tasks described in the Scope of Services:		
4 a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	<u>27</u>
5 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	<u>7</u>
TOTAL		<u>82</u>

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

Litigation was ok, good exp with Pompano,
Did Master plan, good info and good work
in Pompano

Michael Taylor 11/17/15 Michael Taylor
 Signature of Evaluator Date Printed Name

EVALUATION CRITERIA
RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	<u>25</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	0-20 points	<u>20</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>9</u>
Technical approach to perform the tasks described in the Scope of Services: 4 a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	<u>29</u>
5 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	<u>1</u>
TOTAL		<u>84</u>

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

Litigation was ok, Design was good, Different designs, good exp


Signature of Evaluator

11/17/15
Date

Michael Taylor
Printed Name

EVALUATION CRITERIA
 RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: IOI

	<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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	<u>15</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	0-20 points	<u>10</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>7</u>
Technical approach to perform the tasks described in the Scope of Services:		
4 a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	<u>15</u>
5 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	<u>3</u>
TOTAL		<u>50</u>

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

not much on litigation, hard to locate, Exp questionable
for job, 18 months on project

[Signature]
 Signature of Evaluator

11/17/15
 Date

Michael Taylor
 Printed Name

EVALUATION CRITERIA
RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Keith + Assoc.

	<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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	<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	0-20 points	<u>20</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	Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	<u>25</u>
5	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	<u>5</u>
TOTAL			<u>80</u>

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

Litigation was ok, good exp, had other
projects in Pompano, Design was ok

Michael Taylor
Signature of Evaluator

11/12/15
Date

Michael Taylor
Printed Name

EVALUATION CRITERIA
RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Matthews

<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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	<u>25</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	0-20 points	<u>20</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>8</u>
Technical approach to perform the tasks described in the Scope of Services:		
4 a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	<u>30</u>
5 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	<u>6</u>
TOTAL		<u>89</u>

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

Litigation was ok, good design, good exp,
good scope of work, 23 months

Michael Taylor
Signature of Evaluator

11/17/15
Date

Michael Taylor
Printed Name

EVALUATION CRITERIA
 RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: RS+H

	<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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	<u>15</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	0-20 points	<u>10</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office Technical approach to perform the tasks described in the Scope of Services:	0-10 points	<u>6</u>
4	a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	<u>10</u>
5	Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	<u>2</u>
TOTAL			<u>43</u>

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

A lot of litigation, Design was just ok, not
much in references

[Signature]
 Signature of Evaluator

11/17/15
 Date

Michael Taylor
 Printed Name

EVALUATION CRITERIA
RLI E-38-15 – KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: SSN

<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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	<u>15</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	0-20 points	<u>10</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>6</u>
Technical approach to perform the tasks described in the Scope of Services:		
4 a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	<u>15</u>
5 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	<u>2</u>
TOTAL		<u>48</u>

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

Litigation was ok, 19 months, exp was ok, not
overly impressed with layout

Michael Taylor 11/17/15 Michael Taylor
Signature of Evaluator Date Printed Name

EVALUATION CRITERIA
 RLI E-38-15 -- KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: TMS

<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 e. Litigation within the past 5 years arising out of firm's performance	0-30 points	<u>15</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	0-20 points	<u>10</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>7</u>
Technical approach to perform the tasks described in the Scope of Services:		
4 a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	0-30 points	<u>15</u>
5 Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10 points	<u>6</u>
TOTAL		<u>53</u>

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

Litigation was ok, design was just ok,
little on exp, 19 months

Michael Taylor 11/17/15 Michael Taylor
 Signature of Evaluator Date Printed Name

CITY OF POMPANO BEACH RESPONSES

R.L.I E-38-15

KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

October 27, 2015

Company Responding:	Address	City, State, Zip
Calvin, Giordano & Associates, Inc.	1800 Eller Drive, Ste #600	Ft. Lauderdale, FL 33316
Chen Moore and Associates	500 W Cypress Creek Rd., Ste #450	Ft. Lauderdale, FL 33309
Craven Thompson & Associates, Inc.	3563 NW 53rd St	Ft. Lauderdale, FL 33309
IBI Group Inc.	2200 Park Central Blvd. North, Ste #100	Pompano Beach, FL 33064
Keith & Associates, Inc.	301 E Atlantic Blvd.	Pompano Beach, FL 33060
Mathew Consulting, Inc.	477 S Rosemary Avenue, Ste #330	West Palm Beach, FL 33401
RS&H, Inc.	3125 W. Commercial Blvd. Ste #130	Ft. Lauderdale, FL 33309
SSN Engineering, LLC	1925 NW 18 Street, Suite #30	Pompano Beach, FL 33060
Total Municipal Solutions, Inc.	2901 W. Abiaca Circle	Davie, FL 3328



Florida's Warmest Welcome

**CITY OF POMPANO BEACH
REQUEST FOR LETTERS OF INTEREST
E-38-15**

**KENDALL LAKE NEIGHBORHOOD STORMWATER
IMPROVEMENTS**

**RLI OPENING: OCTOBER 27, 2015, 2:00 P.M.
PURCHASING OFFICE
1190 N.E. 3RD AVENUE, BUILDING C (Front)
POMPANO BEACH, FLORIDA 33060**

September 24, 2015

CITY OF POMPANO BEACH, FLORIDA

REQUEST FOR LETTERS OF INTEREST (RLI)

E-38-15

KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

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 engineering services to the City for Kendall Lake Neighborhood Storm Water Improvements.

The City will receive sealed proposals until **2:00 p.m. (local), October 27, 2015**, in the City's Purchasing Office, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida, 33060. E-mailed or faxed proposals will not be acceptable.

Introduction

1. Scope Of Services

The City intends to issue a single contract to an engineering firm to provide professional engineering services to the City for the design, bidding, and construction phase services for storm water improvements. The total project is estimated to be in excess of \$2,000,000.

The Kendall Lake Neighborhood is a residential neighborhood bounded by NW 21st Street on the north, by NW 16th Street on the south, NW 5th Way on the west and NW 1st Avenue on the east. The study area consists of all single-family developments, which are completely built out. The existing storm water system is composed of two independent systems. The existing storm water system in the northeast portion of the study area is a closed exfiltration trench system in the low-lying areas. The existing storm water system in the western portion of the study area includes a drainage pipe network that discharges via three outfalls into Kendall Lake, which does not have an overflow connection and has been observed with a very high water level.

This project was identified in the Stormwater Master Plan. The applicable portion of the master plan is a part of this RLI. The complete Stormwater Master Plan can be found on the City's website at:

http://pompanobeachfl.gov/pages/department_directory/development_services/flood_information/pdfs/Pompano%20Beach%20SWMP%201-%20Overall%20Report.pdf.

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

- Survey the project area
- Prepare preliminary design reports, feasibility analyses, site plans and/or design alternative recommendations and preliminary cost estimates.

- Conduct presentations to elected officials, staff, and the public.
- Prepare all required bidding and construction documents for the projects. This will include preparing surveys, design plans, supplementary contract requirements, technical specifications and cost estimates.
- Attendance at City Commission, pre-design, design, bidding and bid award meetings may be required.
- Coordinate processing the projects through all required governmental and quasi-governmental agencies, City Departments and other appropriate review boards.
- Prepare and process all required permit applications and submittal packages as required for permit issuance of all agency permits (i.e. State, County and City)
- Attend pre-bid meeting, respond to bidder questions and prepare possible bid addendums for project revisions.
- Assist the City in making bid award recommendations for contracting/construction services.
- Provide construction engineering/management services for the projects. Services during construction may include periodic or routine inspections, threshold inspections, shop drawing/contractor submittal reviews and approvals, responding to contractor requests for information, and reviewing contractor payment applications.
- Provide project closeout services. This may include preliminary and final acceptance of projects, preparation and approval of punch list items and project certification as required to all permitting agencies.

Firms must have previous demonstrable experience with municipal or governmental agencies for projects of varying sizes and types. Firms must be licensed to practice engineering in the State of Florida, according to Florida State Statute 481, by the Board of Professional Regulation.

2. Tasks/Deliverables

- a. Survey Area
- b. Verify recommended alternative from the Stormwater Master Plan
- c. Produce a schematic design based on the recommended alternative
- d. Design and permit the recommended alternative
- e. Perform bidding and construction related services
- f. Update the stormwater model based on the as built information

3. Small Business Enterprise Program

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

As of the date of publication of this solicitation, a small business means an independently owned and operated business concern that employs 200 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5 million or any firm based in Florida that has a Small Business

Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.

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

The City has set a 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.

4. Local Business Program

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

You can view the list of City businesses that have a current Business Tax Receipt on the City's website, and locate local firms that are available to perform the work required by the specifications. The business information, sorted by business use classification, is posted on the webpage for the Business Tax Receipt Division: http://pompanobeachfl.gov/pages/department_directory/development_services/business_tax_receipt_division/pdfs/FAQ_sheet_BTR.pdf

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.

5. Required Proposal Submittal

Submission/Format Requirements

Submit one (1) original unbound proposal and five (5) 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 four (4) projects in the tri-county area (Broward, Palm Beach, and Miami-Dade.) Describe the scope of each project in physical terms and by cost, describe the respondent's responsibilities, and provide the contact information (name, email, telephone number) of an individual in a position of responsibility who can attest to respondent's activities in relation to the project.

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

Office Locations:

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

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

Minority Business Enterprises:

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

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

Small Business Enterprises:

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

Local Businesses:

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

Litigation:

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

Acknowledgement of all Addenda issued.

City Forms:

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

6. Insurance

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

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

The following insurance coverage shall be required.

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

LIMITS OF LIABILITY

Type of Insurance		each occurrence	aggregate
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		
XX contractual insurance	property damage		
XX broad form property	combined		
XX damage			
XX independent contractors			
XX personal injury	personal injury		

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

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

REAL & PERSONAL PROPERTY

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

EXCESS LIABILITY

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

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

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

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

7. Selection/Evaluation Process

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

The Committee will rank responses based upon the following criteria.

<u>Criteria</u>	<u>Point Range</u>
1. Prior experience of the firm with projects of similar size and complexity:	0-30
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	
e. Litigation within the past 5 years arising out of firm's performance	
2. Qualifications of personnel including sub consultants:	0-20
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
a. Location	
b. Number of staff at the nearest office	
4. Technical approach to perform the tasks described in the Scope of Services:	0-30
a. Level of effort	
b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	
5. Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (include sub-consultants)	0-10
Total	0-100

Value of Work Previously Awarded to Firm (Tie-breaker) - In the event of a tie, the firm with the lowest value of work as a prime contractor on City of Pompano Beach projects

within the last five years will receive the higher ranking, the firm with the next lowest value of work shall receive the next highest ranking, and so on. The analysis of past work will be based on the City's Purchase Order and payment records.

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

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

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

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

8. Hold Harmless and Indemnification

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

9. Retention of Records and Right to Access

The selected firm shall maintain during the term of the contract all books of account, receipt invoices, reports and records in accordance with generally accepted accounting practices and standards. The form of all records and reports shall be subject to the approval of the City's Internal Auditor. Recommendation for changes, additions, or deletions by the City's Internal Auditor must be complied with by the selected firm. The City's Internal Auditor must be permitted during normal business hours to audit and examine the books of account, reports, and records relating to this contract. The selected firm shall maintain and make available such records and files for the duration of

the contract and retain them until the expiration of three years after final payment under the contract.

10. Communications

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

11. No Discrimination

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

12. Independent Contractor

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

13. Staff Assignment

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

14. Contract Terms

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

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

If the City of Pompano Beach defends any claim, demand, cause of action, or lawsuit arising out of any act, action, negligent acts or negligent omissions, or willful misconduct of the contractor, its employees, agents or servants during the performance of the contract, whether directly or indirectly, contractor agrees to reimburse the City of Pompano Beach for all expenses, attorney's fees, and court costs incurred in defending such claim, cause of action or lawsuit.

15. Waiver

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

16. Survivorship Rights

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

17. Termination

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

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

18. Manner of Performance

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

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

19. Acceptance Period

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

20. RLI Conditions and Provisions

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

Exceptions or deviations to this solicitation may not be added after the submittal date.

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

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

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

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

21. Standard Provisions

a. Governing Law

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

b. Conflict Of Interest

For purposes of determining any possible conflict of interest, each Proposer must disclose if any City employee is also an owner, corporate officer, or an employee of the firm. If any 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.

c. 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.

d. 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.

e. 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.

k. 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.

l. Public Records

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

22. Questions and Communication

All questions regarding the RLI are to be submitted in writing to the Purchasing Office, 1190 N.E. 3rd Avenue, Building C (Front), Pompano Beach, Florida 33060, fax (954) 786-4168, or email purchasing@copbfl.com. All questions must include the inquiring firm's name, address, telephone number and RLI name and number. Questions must be received at least seven (7) calendar days before the scheduled solicitation opening. Oral and other interpretations or clarifications will be without legal effect. Any addendum necessary to answer questions will be posted to the City's website, and it is the Proposer's responsibility to obtain all addenda before submitting a response to the solicitation.

23. Addenda

The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this solicitation the City will attempt to notify all known prospective Proposers, however, it shall be the responsibility of each Proposer, prior to submitting their response, to contact the City Purchasing Office at (954) 786-4098 to determine if addenda were issued and to make such addenda a part of their proposal.

PROJECT TEAM

RLI NUMBER _____

Federal I.D.# _____

PRIME

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

SUB-CONSULTANT

Role	Company Name and Address of Office Handling This Project	Name of Individual Assigned to the Project
Surveying	_____	_____
	_____	_____
Landscaping	_____	_____
	_____	_____
Engineering	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____

(use attachments if necessary)

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

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

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

(INCLUDE CERTIFICATES FOR ANY FIRMS LISTED ON THIS PAGE)

FOR CITY USE ONLY

Total SBE Contract Participation _____

Are documents requested submitted accordingly YES NO

EXHIBIT "C"
SMALL BUSINESS ENTERPRISE
UNAVAILABILITY FORM

RLI # _____

I, _____
(Name and Title)

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

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

Said SBE CONTRACTOR(s):

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

Signature: _____ Date: _____

Note: Attach additional documents as available.

EXHIBIT "D"
SMALL BUSINESS ENTERPRISE
GOOD FAITH EFFORT REPORT

RLI # _____

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

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

3. Did you send written notices to SBEs?

_____ Yes _____ No

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

4. Did you advertise in local publications?

_____ Yes _____ No

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

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

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

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

_____	_____ %
_____	_____ %
_____	_____ %

8. Other comments: _____

STATEMENT OF NO RESPONSE

E-38-15

KENDALL LAKE NEIGHBORHOOD STORMWATER IMPROVEMENTS

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

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

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

Remarks _____

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

SIGNATURE/TITLE _____

DATE _____