

Meeting Date: 1/12/16

Agenda Item 2

REQUESTED COMMISSION ACTION:

Consent Ordinance Resolution Consideration/Discussion Presentation

SHORT TITLE Approve ranking order for RLI L-03-16 Gateway Drive Neighborhood Stormwater
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 L-03-16 was issued to award a single contract to an engineering firm to provide professional engineering services to the City for the design, bidding and construction phase services for the Gateway Drive Neighborhood Stormwater Improvement Project. City Commission approval of the ranking order presented by the Selection/Evaluation Committee is requested, and authorization is requested for appropriate City staff to negotiate contracts with the highest ranked firm Mathews Consulting, Inc. Further authorization is requested to continue with the succeeding ranked firms should an impasse occur in the negotiations with the recommended firm. A total of six (6) local firms were notified of this solicitation.



Accomplishing this item supports achieving initiative "1.5 Improve Stormwater Disposal and Treatment Process" identified in the City's: Quality and Affordable Services Strategy.

- (1) Origin of request for this action: Staff
- (2) Primary staff contact: A. Randolph Brown, Utilities Director 954 786-7043
- (3) Expiration of contract, if applicable: n/a
- (4) Fiscal impact and source of funding: No cost at this time.
425-7570-538-65-03 Storm Water Utility Fund/Capital Projects/Gateway Drive

DEPARTMENTAL COORDINATION	DATE	DEPARTMENTAL RECOMMENDATION	DEPARTMENTAL HEAD SIGNATURE
Utilities	<u>12/17/15</u>	<u>APPROVE</u>	<u>[Signature]</u>
General Services	<u>12/17/15</u>	<u>APPROVE</u>	<u>[Signature]</u>
Finance	<u>12/18/15</u>	<u>APPROVE</u>	<u>[Signature]</u>
Budget	<u>12-18-15</u>	<u>Approve</u>	<u>[Signature]</u>

City Manager [Signature] [Signature]

ACTION TAKEN BY COMMISSION:

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

MEMORANDUM

Purchasing #16-038
December 16, 2015

To: Dennis W. Beach, City Manager

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

From: Cassandra LeMasurier, Purchasing Supervisor *CL*

Subject: Award RLI L-03-16, Gateway Drive Neighborhood Stormwater Improvements

Contract Need/Background

Request for Letters of Interest (RLI) #L-03-16 was issued to select a single firm to provide professional engineering services for the design, bidding, and construction phase services for storm water improvements.

Notice List

The notice 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 notice list, and companies from appropriate listings in other sources.

Number of firms submitting proposals 10

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 and bid notices were emailed to all registered bidders.

Selection/Evaluation Committee

Ten (10) responses were received to the solicitation. The Selection/Evaluation Committee met on December 1, 2015 (in a public meeting) to review and evaluate the responses. All responses were reviewed and scored, and the Committee determined that the three (3) highest ranked firms would be asked to make presentations to the Committee. Presentations were made to the Committee at the public meeting held on December 16, 2015. After the presentations, the Committee ranked the short-listed firms. Copies of the minutes and the voting matrix from each meeting and scoring sheets, are attached.

Market Research

The General Services Department conducted outreach to (6) six local Pompano Beach Engineering firms to inform them of the solicitation.

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. with the additional authorization to continue negotiations with the succeeding ranked firms should an impasse occur in the negotiations with the recommended firm.

attachments

cc: file

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RLI #L-03-16
GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS
Public Works Administration Conference Room
1201 N.E. 5th Ave., Pompano Beach, FL
10:00 a.m. 12/16/15**

The following members of the committee were present:

Alessandra Delfico, Civil Engineer III (Voting)
Ben Bray, Acting Utilities Field Superintendent (Voting)
Mike Taylor, Stormwater Supervisor (Voting)
Also in attendance: Cassandra LeMasurier, Purchasing Supervisor

This meeting was held for presentations from the three firms that had been scored highest by the Committee at the meeting held on December 1, 2015. This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website.

The schedule of presentations was:

10:00 a.m. Chen Moore and Associates
10:45 a.m. R.J. Behar & Company, Inc.
11:30 a.m. Mathews Consulting, Inc.

Each firm was given fifteen minutes for their presentation, with a fifteen minute question-and-answer period immediately following. During their presentations, the firms discussed their capabilities, experience, and approach to the project. The Committee had specific follow-up questions for each firm.

After the final presentation the Committee discussed their perception of each presentation and each firm's overall response to the City's project. Committee members scored the firm they considered most qualified to provide the required services to the City "1," and the next-most-qualified "2," etc. The firm with the fewest total points would be ranked #1. The members proceeded to score the short-listed firms with the following results:

1	Mathews Consulting, Inc.	4 points
2	Chen Moore and Associates	6 points
3	R.J. Behar & Company, Inc.	8 points

An agenda item will be prepared to present the final ranking to the City Commission for their approval to negotiate a contract with the highest-ranked firm, Mathews Consulting, Inc.

The meeting adjourned at approximately 12:25 p.m.

VOTING MATRIX
RLI L-03-16
Gateway Drive Neighborhood Stormwater Improvements
Short-List Presentations 12/16/2015

FIRM / COMMITTEE MEMBER	Ben Bray	Alessandra Delfico	Mike Taylor	TOTAL	RANKING
Chen Moore and Associates	2	3	1	6	2
Mathews Consulting, Inc.	1	1	2	4	1
R.J Behar & Company, Inc.	3	2	3	8	3

Note: Firms scored ordinally, 1, 2, 3, etc.; a score of 1 was given to the firm considered most qualified to provide the required services to the City. The firm with the fewest total points is ranked #1.

FINAL ORDINAL RANKING

CITY OF POMPANO BEACH RLI L-03-16
GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

<u>FIRM</u>	<u>RANKING</u>
Chen Moore and Associates	<u>2</u>
Mathews Consulting, Inc.	<u>1</u>
R.J Behar & Company, Inc.	<u>3</u>

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

MCI has a reasonable amount of time for project. I liked how they mentioned about reaching out with business owners. They had a plan other than just the Master Plan.

C.M. was quick on project time. My opinion is process will not be thorough. I don't think it is a good idea to raise road.

RJ Behar requested 16 months for project, too long. Not accurate information on stating that ~~project~~ multiple outfalls going into B1 canal.

Benjamin R. Bray
Signature of Evaluator

12-16-15
Date

Benjamin R. Bray
Printed Name

FINAL ORDINAL RANKING

CITY OF POMPANO BEACH RLI L-03-16
GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

<u>FIRM</u>	<u>RANKING</u>
Chen Moore and Associates	<u>3</u>
Mathews Consulting, Inc.	<u>1</u>
R.J Behar & Company, Inc.	<u>2</u>

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

Mathews had the most straight forward approach to the job. They had a realistic schedule. The other schedules seemed too long or very short.

RJ Behar did a good job researching the project also.

Chen suggested elevating the roads which could be detrimental when businesses want to redevelop.

Alessandra Delfico
Signature of Evaluator

12-16-15
Date

Alessandra Delfico
Printed Name

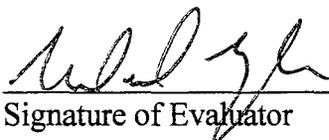
FINAL ORDINAL RANKING

CITY OF POMPANO BEACH RLI L-03-16
GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

<u>FIRM</u>	<u>RANKING</u>
Chen Moore and Associates	<u>1</u>
Mathews Consulting, Inc.	<u>2</u>
R.J Behar & Company, Inc.	<u>3</u>

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

All firms had good presentations. Chen mentioned a lot of key points and had nice design reports. RJ Behar I had ranked lower as I felt their presentation wasn't as good as the others. Matthews had a nice design and mentioned a lot of great ideas. Matthews and Chen had the better presentations and had better suggestions to the improvement to this area.


Signature of Evaluator

12/14/15
Date

Michael Taylor
Printed Name

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RLI #L-03-16
GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS
Public Works Administration Conference Room
1201 N.E. 5th Ave., Pompano Beach, FL
2:00 p.m. 12/1/15**

The committee consisted of:

Alessandra Delfico, Civil Engineer III (Voting)
Ben Bray, Acting Utilities Field Superintendent (Voting)
Mike Taylor, Stormwater Supervisor (Voting)
Also in attendance: Cassie LeMasurier, Purchasing Supervisor

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish 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" both at City Hall and at the Purchasing Division office, and on the City's website. Ten firms submitted responses to the City's Request for Letters of Interest.

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

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

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

(1)	Mathews Consulting, Inc.....	228
(2)	Chen Moore and Associates	221
(3)	R.J. Behar & Company, Inc.....	219
(4)	Calvin, Giordano & Associates, Inc.....	211
(5)	Keith & Associates, Inc.	201
(6)	Munson Design and Consulting, Inc.....	188
(7)	CSA Central, Inc.	177
(8)	IBI Group Inc.	173
(9)	RS&H, Inc.....	172
(10)	Total Municipal Solutions, Inc.	170

The Committee reviewed the results, and decided to request presentations of the top three firms. The Committee agreed each firm should be given identical issues to address in their presentation including approach to the project overall and their capability to complete the scope of work, with the discussion points to be confirmed via email to the Purchasing Supervisor. Up to fifteen minutes will be allowed for each presentation, with fifteen minutes scheduled for

	Mathews Consulting, Inc.	Chen Moore and Associates	R.J. Behar & Company, Inc.	Calvin, Giordano & Associates, Inc.	Keith & Associates, Inc.	Munson Design and Consulting, Inc.	CSA Central, Inc.	IBI Group Inc.	RS&H, Inc.	Total Municipal Solutions, Inc.
Ben Bray	88	89	79	71	83	69	59	67	57	67
Alessandra Delfico	84	76	84	84	66	73	79	64	75	60
Mike Taylor	56	56	56	56	52	46	39	42	40	43
Total	228	221	219	211	201	188	177	173	172	170
Rank	1	2	3	4	5	6	7	8	9	10

	Total Potential Points	Calvin, Giordano & Associates, Inc.	Chen Moore and Associates	CSA Central, Inc.	IBI Group Inc.	Keith & Associates, Inc.
Committee Member	Potential Points					
Ben Bray						
Prior Experience	0-30	23	29	24	15	27
Qualifications of Personnel	0-20	19	19	17	16	18
Proximity of the Nearest Office	0-10	2	10	1	8	8
Technical Approach	0-30	25	25	15	25	25
Certified Minority Business Enterprise	0-10	2	6	2	3	5
	Total =	71	89	59	67	83

	Potential Points					
Committee Member	Potential Points					
Alessandra Delfico						
Prior Experience	0-30	26	22	24	17	17
Qualifications of Personnel	0-20	18	17	18	16	16
Proximity of the Nearest Office	0-10	10	10	10	10	10
Technical Approach	0-30	28	21	25	18	18
Certified Minority Business Enterprise	0-10	2	6	2	3	5
	Total =	84	76	79	64	66

	Potential Points					
Committee Member	Potential Points					
Mike Taylor						
Prior Experience	0-30	22	19	12	15	16
Qualifications of Personnel	0-20	16	12	8	10	12
Proximity of the Nearest Office	0-10	8	6	5	4	6
Technical Approach	0-30	8	13	12	10	13
Certified Minority Business Enterprise	0-10	2	6	2	3	5
	Total =	56	56	39	42	52

	Total Potential Points	Mathews Consulting, Inc.	Munson Design and Consulting, Inc.	R.J. Behar & Company, Inc.	RS&H, Inc.	Total Municipal Solutions, Inc.
Committee Member	Potential Points					
<u>Ben Bray</u>						
Prior Experience	0-30	29	25	24	15	20
Qualifications of Personnel	0-20	19	12	17	16	10
Proximity of the Nearest Office	0-10	7	7	7	7	6
Technical Approach	0-30	28	25	25	17	25
Certified Minority Business Enterprise	0-10	5	0	6	2	6
	Total =	88	69	79	57	67

	Potential Points					
Committee Member	Potential Points					
<u>Alessandra Delfico</u>						
Prior Experience	0-30	27	23	25	25	12
Qualifications of Personnel	0-20	18	16	18	18	14
Proximity of the Nearest Office	0-10	10	10	10	10	10
Technical Approach	0-30	24	24	25	20	18
Certified Minority Business Enterprise	0-10	5	0	6	2	6
	Total =	84	73	84	75	60

	Potential Points					
Committee Member	Potential Points					
<u>Mike Taylor</u>						
Prior Experience	0-30	20	10	18	14	11
Qualifications of Personnel	0-20	11	15	12	9	10
Proximity of the Nearest Office	0-10	4	6	5	5	5
Technical Approach	0-30	16	15	15	10	11
Certified Minority Business Enterprise	0-10	5	0	6	2	6
	Total =	56	46	56	40	43

	Total Potential Points	Calvin, Giordano & Associates, Inc.	Chen Moore and Associates	CSA Central, Inc.	IBI Group Inc.	Keith & Associates, Inc.
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Committee Members (Average)	Potential Points					
Prior Experience	0-30	24	23	20	16	20
Qualifications of Personnel	0-20	18	16	14	14	15
Proximity of the Nearest Office	0-10	7	9	5	7	8
Technical Approach	0-30	20	20	17	18	19
Certified Minority Business Enterprise	0-10	2	6	2	3	5
	Average Score =	70	74	59	58	67

Committee Members (Total)	Potential Points					
Prior Experience	0-90	71	70	60	47	60
Qualifications of Personnel	0-60	53	48	43	42	46
Proximity of the Nearest Office	0-30	20	26	16	22	24
Technical Approach	0-90	61	59	52	53	56
Certified Minority Business Enterprise	0-30	6	18	6	9	15
	Grand Total=	211	221	177	173	201

	Total Potential Points	Mathews Consulting, Inc.	Munson Design and Consulting, Inc.	R.J. Behar & Company, Inc.	RS&H, Inc.	Total Municipal Solutions, Inc.
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Committee Members (Average)	Potential Points					
Prior Experience	0-30	25	19	22	18	14
Qualifications of Personnel	0-20	16	14	16	14	11
Proximity of the Nearest Office	0-10	7	8	7	7	7
Technical Approach	0-30	23	21	22	16	18
Certified Minority Business Enterprise	0-10	5	0	6	2	6
	Average Score =	76	63	73	57	57

Committee Members (Total)	Potential Points					
Prior Experience	0-90	76	58	67	54	43
Qualifications of Personnel	0-60	48	43	47	43	34
Proximity of the Nearest Office	0-30	21	23	22	22	21
Technical Approach	0-90	68	64	65	47	54
Certified Minority Business Enterprise	0-30	15	0	18	6	18
	Grand Total=	228	188	219	172	170

EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE 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	<u>23</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>2</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>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>71</u>

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

Eight litigation complaints filed against in last 5 years.
Did not notice prior work in City of Pompano Beach
Lead project ~~to~~ manager has multiple projects
currently going on. Nice layout and plan.

Benjamin Bray 11-30-15 Benjamin Bray
 Signature of Evaluator Date Printed Name
12-1-15 BB

EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Chen Moore & Associates

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1 Prior experience of the firm with projects of similar size and complexity: a. Number of similar projects 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>29</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>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>6</u>
TOTAL		<u>89</u>

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

CMA put together COPB masterplan.
Tons of experience with drainage projects of this size with multiple projects in COPB.
Main office walking distance to project.

Ben Bray
 Signature of Evaluator

11-30-15
 Date

Benjamin Bray
 Printed Name

12-1-15 BB

EVALUATION CRITERIA
 RLI L-03-16 - GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: CSA Central, 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>1</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>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>59</u>

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

Other key members are Carnahan, Proctor & Cross, one in charge of DOT South Andrews project. Office in Miami.
No prior work in City of Poppono Beach
Project approach and layout was decent. was not able to get information for #4 from this presentation.

Benjamin Bray
 Signature of Evaluator

11-30-15
 Date

Benjamin Bray
 Printed Name

12-1-15 BB

EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE 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	<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>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>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>3</u>
TOTAL		<u>67</u>

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

Nothing mentioned on litigation.
No projects done in comparison other than being street scope which hasn't started yet.
Outside firm doing surveying. K + A
Benjamin Bray 11-30-15 Benjamin Bray
 Signature of Evaluator Date Printed Name
12-1-15 BB

EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE 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	<u>27</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>8</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>5</u>
TOTAL		<u>83</u>

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

Nice layout and plan. Stated no litigation claims.
Concern of soft digging of existing utilities due to
recent MLK Project with K&A, they were
not accurate information.

Benjamin Bray
 Signature of Evaluator

11-30-15
 Date

Benjamin Bray
 Printed Name

12-1-15 BB

EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Mathews Consulting, Inc

Criteria	Point Range	Score
1 Prior experience of the firm with projects of similar size and complexity: a. Number of similar projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance	0-30 points	<u>29</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>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>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>5</u>
TOTAL		<u>88</u>

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

Very nice presentation and project plan. No litigation
claims. Outside firm doing survey work.
Past projects with MCI have been
professional experience

Benjamin Bray
 Signature of Evaluator

11-30-15
 Date

Benjamin Bray
 Printed Name

12-1-15 BB

EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Munson Design & 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>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>12</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>
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>0</u>
TOTAL		<u>69</u>

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

I had a hard time maneuvering around book to locate things.
Did notice that they have done plenty of work in C.O.P.S.

Benjamin Bray
 Signature of Evaluator

11-30-15
 Date
12-1-15 BB

Benjamin Bray
 Printed Name

EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: R.J. Behar & Company, 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	0-10 points	<u>7</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>6</u>
TOTAL		<u>79</u>

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

Two projects for COPB that are not finished so
am not familiar with work.
Nice planning schedule.
Outside firm doing surveying KDA

Benj Bray 11-30-15 Benjamin Bray
 Signature of Evaluator Date Printed Name
12-1-15 BJB

EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: R5+H, 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	<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>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>17</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>57</u>

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

Beary litigation cases. North Andrews project has been a disaster.

Benjamin Bray
 Signature of Evaluator

11-30-15
 Date

Benjamin Bray
 Printed Name

12-1-15 BB

EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Total Municipal Solutions, 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>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>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>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>6</u>
TOTAL		<u>67</u>

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

Company doesn't have any previous work experience in
COBB. Two leaders only with company 3 years.
No litigation. Project layout time was
long

Benjamin Bray 12-1-15 Benjamin Bray
 Signature of Evaluator Date Printed Name

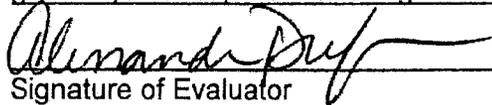
EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

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:	0-30 points	<u>26</u>
	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 points	18
	a. Organizational chart for project		
	b. Number of technical staff		
	c. Qualifications of technical staff:		
	(1) Number of licensed staff		
	(2) Education of staff		
	(3) Experience of staff on similar projects		
3	Proximity of the nearest office to the project location:	0-10 points	<u>10</u>
	a. Location		
	b. Number of staff at the nearest office		
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	28
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>84</u>

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

good experience, 9 month design time,


 Signature of Evaluator

December 1, 2015
 Date

Alessandra Delfico
 Printed Name

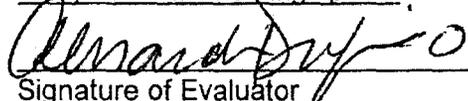
EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

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:	0-30 points	<u>22</u>
	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 points	17
	a. Organizational chart for project		
	b. Number of technical staff		
	c. Qualifications of technical staff:		
	(1) Number of licensed staff		
	(2) Education of staff		
	(3) Experience of staff on similar projects		
3	Proximity of the nearest office to the project location:	0-10 points	<u>10</u>
	a. Location		
	b. Number of staff at the nearest office		
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	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	<u>6</u>
TOTAL			<u>76</u>

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

Okay submittal nothing special


 Signature of Evaluator

December 1, 2015
 Date

Alessandra Delfico
 Printed Name

EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: CSA Central, Inc.

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1	Prior experience of the firm with projects of similar size and complexity:	0-30 points	<u>24</u>
	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 points	18
	a. Organizational chart for project		
	b. Number of technical staff		
	c. Qualifications of technical staff:		
	(1) Number of licensed staff		
	(2) Education of staff		
	(3) Experience of staff on similar projects		
3	Proximity of the nearest office to the project location:	0-10 points	<u>10</u>
	a. Location		
	b. Number of staff at the nearest office		
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	<u>2</u>
TOTAL			<u>79</u>

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

aggressive schedule, survey in house

Alessandra Delfico
 Signature of Evaluator

December 1, 2015
 Date

Alessandra Delfico
 Printed Name

EVALUATION CRITERIA
RLI L-03-16 – GATEWAY DRIVE 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:	0-30 points	<u>17</u>
	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 points	16
	a. Organizational chart for project		
	b. Number of technical staff		
	c. Qualifications of technical staff:		
	(1) Number of licensed staff		
	(2) Education of staff		
	(3) Experience of staff on similar projects		
3	Proximity of the nearest office to the project location:	0-10 points	<u>10</u>
	a. Location		
	b. Number of staff at the nearest office		
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	18
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>64</u>

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

not much experience, mentioned icpr not swmm


Signature of Evaluator

December 1, 2015
Date

Alessandra Delfico
Printed Name

EVALUATION CRITERIA
RLI L-03-16 – GATEWAY DRIVE 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:	0-30 points	<u>17</u>
	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 points	16
	a. Organizational chart for project		
	b. Number of technical staff		
	c. Qualifications of technical staff:		
	(1) Number of licensed staff		
	(2) Education of staff		
	(3) Experience of staff on similar projects		
3	Proximity of the nearest office to the project location:	0-10 points	<u>10</u>
	a. Location		
	b. Number of staff at the nearest office		
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	18
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>66</u>

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

Okay experience. Did not mention validating the model after the survey and looking at other alternatives in narrative, did in schedule.

Alessandra Delfico
 Signature of Evaluator

December 1, 2015
 Date

Alessandra Delfico
 Printed Name

EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE 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:	0-30 points	<u>27</u>
	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 points	18
	a. Organizational chart for project		
	b. Number of technical staff		
	c. Qualifications of technical staff:		
	(1) Number of licensed staff		
	(2) Education of staff		
	(3) Experience of staff on similar projects		
3	Proximity of the nearest office to the project location:	0-10 points	<u>10</u>
	a. Location		
	b. Number of staff at the nearest office		
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	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	<u>5</u>
TOTAL			<u>84</u>

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

Good understanding of project



December 1, 2015
Date

Alessandra Delfico
Printed Name

EVALUATION CRITERIA
RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Munson Design and 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:	0-30 points	<u>23</u>
	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 points	16
	a. Organizational chart for project		
	b. Number of technical staff		
	c. Qualifications of technical staff:		
	(1) Number of licensed staff		
	(2) Education of staff		
	(3) Experience of staff on similar projects		
3	Proximity of the nearest office to the project location:	0-10 points	<u>10</u>
	a. Location		
	b. Number of staff at the nearest office		
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	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	<u>0</u>
TOTAL			<u>73</u>

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

good work plan, examined the site, aggressive schedule

 _____
Signature of Evaluator

December 1, 2015
Date

Alessandra Delfico
Printed Name

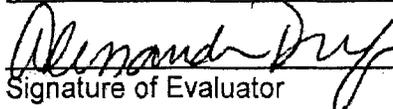
EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: R.J. Behar & Company, Inc.

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1	Prior experience of the firm with projects of similar size and complexity:	0-30 points	<u>25</u>
	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 points	18
	a. Organizational chart for project		
	b. Number of technical staff		
	c. Qualifications of technical staff:		
	(1) Number of licensed staff		
	(2) Education of staff		
	(3) Experience of staff on similar projects		
3	Proximity of the nearest office to the project location:	0-10 points	<u>10</u>
	a. Location		
	b. Number of staff at the nearest office		
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	<u>6</u>
TOTAL			<u>84</u>

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

good work plan, examined the site,



December 1, 2015

Date

Alessandra Delfico

Printed Name

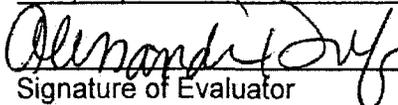
EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

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:	0-30 points	<u>25</u>
	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 points	18
	a. Organizational chart for project		
	b. Number of technical staff		
	c. Qualifications of technical staff:		
	(1) Number of licensed staff		
	(2) Education of staff		
	(3) Experience of staff on similar projects		
3	Proximity of the nearest office to the project location:	0-10 points	<u>10</u>
	a. Location		
	b. Number of staff at the nearest office		
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	<u>2</u>
TOTAL			<u>75</u>

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

Okay experience, 16 months design time



December 1, 2015
Date

Alessandra Delfico
Printed Name

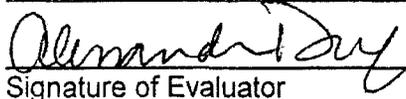
EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Total Municipal Solutions, Inc.

	<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1	Prior experience of the firm with projects of similar size and complexity:	0-30 points	<u>12</u>
	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 points	14
	a. Organizational chart for project		
	b. Number of technical staff		
	c. Qualifications of technical staff:		
	(1) Number of licensed staff		
	(2) Education of staff		
	(3) Experience of staff on similar projects		
3	Proximity of the nearest office to the project location:	0-10 points	<u>10</u>
	a. Location		
	b. Number of staff at the nearest office		
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	18
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>60</u>

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

26-36 months project time, nice idea to add landscaping, team does not have much experience together.



December 1, 2015
Date

Alessandra Delfico
Printed Name

Signature of Evaluator

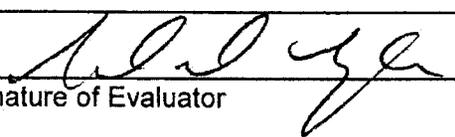
EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Calvin Giordano

<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>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>8</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>8</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>56</u>

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

Pretty solid layout, good references, multi projects, good scope.

Signature of Evaluator:  Date: 12/1/15 Printed Name: Michael Taylor

EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Chen Moore and 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>19</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>12</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>13</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>56</u>

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

Some litigation, nice approach, good scope, good references

[Signature]
 Signature of Evaluator

12/1/15
 Date

Michael Taylor
 Printed Name

EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: CSA Central

	<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>12</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>8</u>
3	Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	0-10 points	<u>5</u>
4	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>12</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>39</u>

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

aggressive schedule, good layout, references looked ok
approach looked ok

Michael Taylor
 Signature of Evaluator

12/1/15
 Date

Michael Taylor
 Printed Name

EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: IOI Group

	<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>4</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>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>3</u>
TOTAL			<u>42</u>

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

Nothing impressive, no page of Litigation, scope looks ok

Michael Taylor
 Signature of Evaluator

12/1/15
 Date

Michael Taylor
 Printed Name

EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Keith + Assoc.

	<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>16</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>12</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>
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>13</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>52</u>

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

good references, scope looks de, not to sure about past jobs

[Signature]
 Signature of Evaluator

12/1/15
 Date

Michael Taylor
 Printed Name

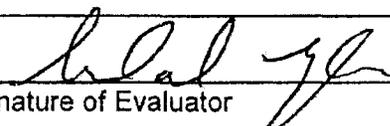
EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Matthews Consulting

<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>11</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>4</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>16</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>56</u>

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

good scope, good work, good references, nice layout

 12/1/15 Michael Taylor
 Signature of Evaluator Date Printed Name

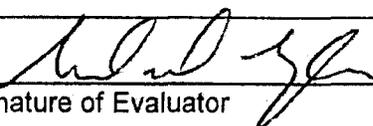
EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Munson Design

	<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>10</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>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>0</u>
TOTAL		<u>46</u>

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

no litigation, scope looks ok, not sure about experience
good scope


 Signature of Evaluator

12/1/15
 Date

Michael Taylor
 Printed Name

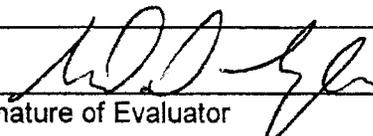
EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: R.J. Dehar

<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>18</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>12</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>6</u>
TOTAL		<u>56</u>

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

no litigation, Approach seems to be ok, could use some more details, not many references


 Signature of Evaluator

12/1/15
 Date

Michael Taylor
 Printed Name

EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: RS + A

<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>9</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>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>40</u>

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

experience, long design, good scope, good references

Michael Taylor 12/1/15 Michael Taylor
 Signature of Evaluator Date Printed Name

EVALUATION CRITERIA
 RLI L-03-16 – GATEWAY DRIVE NEIGHBORHOOD STORMWATER IMPROVEMENTS

VENDOR NAME: Total Municipal Solutions

<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>11</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>5</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>11</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>43</u>

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

less experience, good scope, long project time

Michael Taylor 12/1/15 Michael Taylor
 Signature of Evaluator Date Printed Name



Florida's Warmest Welcome

**CITY OF POMPANO BEACH
REQUEST FOR LETTERS OF INTEREST
L-03-16**

**GATEWAY DRIVE NEIGHBORHOOD STORMWATER
IMPROVEMENTS**

**RLI OPENING: NOVEMBER 10, 2015, 2:00 P.M.
PURCHASING OFFICE
1190 N.E. 3RD AVENUE, BUILDING C (Front)
POMPANO BEACH, FLORIDA 33060**

October 13, 2015

CITY OF POMPANO BEACH, FLORIDA
REQUEST FOR LETTERS OF INTEREST (RLI)

L-03-16
GATEWAY DRIVE 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 Gateway Drive Neighborhood Stormwater Improvements.

The City will receive sealed proposals until **2:00 p.m. (local), November 10, 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 stormwater improvements. The total project is estimated to be in excess of \$2,000,000.

The Gateway Drive study area is a commercial and industrial neighborhood bounded by West McNab Road to the south, by Powerline Road to the east, by SW 36th Avenue to the west and by SFWMD C14 Canal to north. Due to the commercial nature of the study area, the public right-of-way areas have a high percentage of impervious ground coverage, which limits the infiltration of storm water runoff into the ground surface. The public roadways within the study area have a limited existing storm water system which discharges into a storm water pond with an overflow connection to the SFWMD C-14 Canal. According to resident complaint information, the potential flooding areas are located in right-of-way areas without existing drainage facilities, which is along SW 29th Avenue, SW 28th Avenue, and SW 27th Avenue.

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/assets/docs/pages/flood_information/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/departments_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) with the unbound and bound proposals. 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		
XX comprehensive form	(each accident)		
XX owned	property damage		
XX hired	bodily injury and		
XX non-owned	property damage		
	combined		

REAL & PERSONAL PROPERTY

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

EXCESS LIABILITY

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

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

* Policy to be written on a claims made basis

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

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

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 "B"
SMALL BUSINESS ENTERPRISE
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

RLI Number _____

TO: _____
(Name of Prime or General Contractor)

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

_____ an individual

_____ a corporation

_____ a partnership

_____ a joint venture

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

(Date)

(Name of SBE Contractor)

BY: _____

EXHIBIT "C"
SMALL BUSINESS ENTERPRISE
UNAVAILABILITY FORM

RLI # _____

I, _____
(Name and Title)

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

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

Said SBE CONTRACTOR(s):

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

Signature: _____ Date: _____

Note: Attach additional documents as available.

EXHIBIT "D"
SMALL BUSINESS ENTERPRISE
GOOD FAITH EFFORT REPORT

RLI # _____

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

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

3. Did you send written notices to SBEs?

_____ Yes _____ No

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

4. Did you advertise in local publications?

_____ Yes _____ No

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

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

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

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

8. Other comments: _____

Note: Please attach the unavailability letters with this report.

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

RLI Number & Title: _____

Prime Contractor's Name: _____

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

EXHIBIT G
LOCAL BUSINESS
UNAVAILABILITY FORM

RLI # _____

I, _____
(Name and Title)

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

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

Said Local Businesses:

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

Signature: _____

Date: _____

Note: Attach additional documents as available.

EXHIBIT H
GOOD FAITH EFFORT REPORT
LOCAL BUSINESS PARTICIPATION

RLI # _____

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

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.

_____	_____ %
_____	_____ %
_____	_____ %

8. Other comments: _____

EXHIBIT I

MINORITY BUSINESS ENTERPRISE PARTICIPATION

RLI # _____

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

Name of Firm	Certificate Included?

STATEMENT OF NO RESPONSE
L-03-16
GATEWAY DRIVE 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 _____