




**MEMORANDUM**

Purchasing #11-054  
March 8, 2011

To: Dennis W. Beach, City Manager

From: Leeta Hardin, General Services Director 

Subject: Background for RLI H-06-11 "Continuing Contract for Professional Engineering and Consulting Services for the Municipal Air Park"

Contract Need/Background

The Request for Letters of Interest (RLI) #H-06-11 was issued to select a firm to provide professional services to the City for various airport-related projects at the Airpark, including projects identified in the Airport Master Plan and the City Capital Improvement Plan, and tasks which may arise in support of the development and operation of the Airpark. Tammy Good, Civil Engineer II, provided the project scope of services.

Mailing List

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

Number of firms submitting proposals .....6

Advertising

The RLI was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RLI package was also posted on the City's web page for download by interested firms.

Selection/Evaluation Committee

Six responses were received to the solicitation. The Selection/Evaluation Committee met on March 8 (in a public meeting) to review and evaluate the responses. All responses were reviewed, and the Committee ranked the firms. Copies of the minutes of the meeting, and the voting matrix and scoring sheets, are attached.

Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order, and authorize the City staff to negotiate a contract with the highest-ranked firm Kimley-Horn & Associates.

attachments  
cc: file

**MINUTES  
SELECTION / EVALUATION COMMITTEE  
RLI #H-06-11  
CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING  
SERVICES FOR THE MUNICIPAL AIR PARK**

**Public Works Administration Conference Room  
1:30 p.m. 3/08/11**

The committee consisted of:

Alessandra Delfico, Interim City Engineer (Voting)  
Tammy L. Good, Civil Engineer II (Voting)  
Rob McCaughan, Public Works Director (Voting)  
Steve Rocco, Airport Manager (Voting)  
Also in attendance: Leeta Hardin, General Services Director

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract for professional services for this project. This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website. Six firms submitted responses to the City's Request for Letters of Interest.

Rob McCaughan led the technical discussion. The General Services Director reviewed evaluation procedures and distributed Conflict of Interest Statements for completion by all voting members. The General Services Director 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) Kimley-Horn & Assoc. ....	362 points
(2) Hanson Professional Svcs. ....	345 points
(3) The LPA Group .....	334 points
(4) Cartaya & Assoc. ....	325 points
(5) Craven Thompson & Assoc. ....	316 points
(6) Hillman Engineering .....	190 points

A copy of the voting matrix is attached.

The Committee decided oral presentations would not be required as the scoring results showed sufficient distinction between the responding firms. An agenda item will be prepared to present the ranking to the City Commission for their approval to negotiate a contract with the highest-ranked firm, Kimley-Horn & Associates.

The meeting adjourned at approximately 2:20 p.m.

	Total Potential Points	Cartaya & Assoc.	Craven Thompson & Assoc.	Hanson Prof. Svcs.	Hillman Eng.	Kimley-Horn & Assoc.	The LPA Group
<b>Committee Members (Totals)</b>							
Prior Experience with Similar Projects	0-120	96	90	113	42	118	105
Qualifications of Personnel	0-80	75	78	78	45	78	78
Proximity of the Nearest Office	0-40	40	40	40	40	40	34
Technical Approach	0-120	102	92	106	55	118	105
Minority Business Enterprise Participation	0-40	12	16	8	8	8	12
	Grand Total =	325	316	345	190	362	334

Committee Member	Potential Points	Cartaya & Assoc.	Craven Thompson & Assoc.	Hanson Prof. Svcs.	Hillman Eng.	Kimley-Horn & Assoc.	The LPA Group
<b>Alessandra Delfico</b>							
Prior Experience with Similar Projects	0-30	26	24	28	2	28	27
Qualifications of Personnel	0-20	18	18	18	5	18	18
Proximity of the Nearest Office	0-10	10	10	10	10	10	10
Technical Approach	0-30	27	26	26	5	28	27
Minority Business Enterprise Participation	0-10	3	4	2	2	2	3
	Total =	84	82	84	24	86	85

Committee Member	Potential Points	Cartaya & Assoc.	Craven Thompson & Assoc.	Hanson Prof. Svcs.	Hillman Eng.	Kimley-Horn & Assoc.	The LPA Group
<b>Tammy Good</b>							
Prior Experience with Similar Projects	0-30	25	26	27	20	30	28
Qualifications of Personnel	0-20	17	20	20	15	20	20
Proximity of the Nearest Office	0-10	10	10	10	10	10	9
Technical Approach	0-30	25	26	27	20	30	28
Minority Business Enterprise Participation	0-10	3	4	2	2	2	3
	Total =	80	86	86	67	92	88

Analysis Comparison, Ranking 3/08/11, H-06-11 Continuing Contract for Professional Engineering and Consulting Services for the Municipal Air Park

Committee Member	Potential Points	Cartaya & Assoc.	Craven Thompson & Assoc.	Hanson Prof. Svcs.	Hillman Eng.	Kimley-Horn & Assoc.	The LPA Group
<b>Rob McCaughan</b>							
Prior Experience with Similar Projects	0-30	25	20	28	10	30	20
Qualifications of Personnel	0-20	20	20	20	15	20	20
Proximity of the Nearest Office	0-10	10	10	10	10	10	7
Technical Approach	0-30	25	20	28	15	30	25
Minority Business Enterprise Participation	0-10	3	4	2	2	2	3
	Total =	83	74	88	52	92	75

Committee Member	Potential Points	Cartaya & Assoc.	Craven Thompson & Assoc.	Hanson Prof. Svcs.	Hillman Eng.	Kimley-Horn & Assoc.	The LPA Group
<b>Steve Rocco</b>							
Prior Experience with Similar Projects	0-30	20	20	30	10	30	30
Qualifications of Personnel	0-20	20	20	20	10	20	20
Proximity of the Nearest Office	0-10	10	10	10	10	10	8
Technical Approach	0-30	25	20	25	15	30	25
Minority Business Enterprise Participation	0-10	3	4	2	2	2	3
	Total =	78	74	87	47	92	86

Committee Members (Average)	Potential Points	Cartaya & Assoc.	Craven Thompson & Assoc.	Hanson Prof. Svcs.	Hillman Eng.	Kimley-Horn & Assoc.	The LPA Group
Prior Experience with Similar Projects		24	23	28	11	30	26
Qualifications of Personnel		19	20	20	11	20	20
Proximity of the Nearest Office		10	10	10	10	10	9
Technical Approach		26	23	27	14	30	26
Minority Business Enterprise Participation		3	4	2	2	2	3
	Average Score =	81	79	86	48	91	84

CITY OF POMPANO BEACH

RESPONSES

R.L.I. H-06-11

Continuing Contract for Engineering and  
Consulting Services For The Municipal Air Park  
11/18/10

Company Responding:	address	city, state, zip
Cartaya & Associates	2400 E. Commercial Blvd - # 415	Ft Lauderdale, FL 33308
Craven Thompson & Associates	3563 NW 53rd Street	Ft Lauderdale, FL 33309
Hanson Professional Services	5525 NW 15th Avenue - # 304	Ft Lauderdale, FL 33309
Hillman Engineering, Inc.	2241 NW 22nd Street - # 103	Pompano Beach, FL 33069
Kimley-Horn & Associates	5200 NW 33rd Avenue - # 109	Ft Lauderdale, FL 33309
The LPA Group	2000 Palm Beach Lakes Blvd - # 600	West Palm Beach, FL 33409





EVALUATION CRITERIA  
RLI H-06-11 – CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING SERVICES  
FOR THE MUNICIPAL AIR PARK

VENDOR NAME: Hanson Professional Services

<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)	<u>28</u>
2. Qualifications of personnel including sub consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	(0-20)	<u>18</u>
3. Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	(0-10)	<u>10</u>
4. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	(0-30)	<u>26</u>
5. Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (And/or sub-contractors.)	(0-10)	<u>2</u>
 TOTAL SCORE		 <u>84</u>

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

Good experience.

Alessandra Delfico March 7, 2011  
Signature of Evaluator Date

Alessandra Delfico  
Print Name


EVALUATION CRITERIA  
RLI H-06-11 – CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING SERVICES  
FOR THE MUNICIPAL AIR PARK

VENDOR NAME: Hillman Engineering, 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)	<u>2</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)	<u>5</u>
3. Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	(0-10)	<u>10</u>
4. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	(0-30)	<u>5</u>
5. Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (And/or sub-contractors.)	(0-10)	<u>2</u>
<b>TOTAL SCORE</b>		<u>24</u>

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

No relevant experience.

  
Signature of Evaluator

March 7, 2011  
Date

Alessandra Delfico  
Print Name

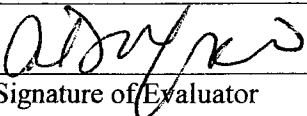
EVALUATION CRITERIA  
RLI H-06-11 – CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING SERVICES  
FOR THE MUNICIPAL AIR PARK

VENDOR NAME: Kimley-Horn & 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)	<u>28</u>
2. Qualifications of personnel including sub consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	(0-20)	<u>18</u>
3. Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	(0-10)	<u>10</u>
4. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	(0-30)	<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? (And/or sub-contractors.)	(0-10)	<u>2</u>
<b>TOTAL SCORE</b>		<b><u>86</u></b>

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

Good solid experience.

  
Signature of Evaluator

March 7, 2011  
Date

Alessandra Delfico  
Print Name

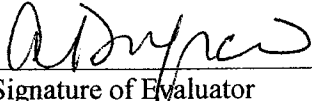
EVALUATION CRITERIA  
RLI H-06-11 – CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING SERVICES  
FOR THE MUNICIPAL AIR PARK

VENDOR NAME: The LPA 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)	<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)	<u>18</u>
3. Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	(0-10)	<u>10</u>
4. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	(0-30)	<u>27</u>
5. Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (And/or sub-contractors.)	(0-10)	<u>3</u>
<b>TOTAL SCORE</b>		<b><u>85</u></b>

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

Good technical approach and experience.

  
Signature of Evaluator

March 7, 2011  
Date

Alessandra Delfico  
Print Name

EVALUATION CRITERIA  
RLI H-06-11 – CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING SERVICES  
FOR THE MUNICIPAL AIR PARK

VENDOR NAME: Cartaya & Associates, Architects, PA

<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)	<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)	<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)	<u>10</u>
4. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	(0-30)	<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? (And/or sub-contractors.)	(0-10)	<u>3</u>
<b>TOTAL SCORE</b>		<u>80</u>

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

Excellent architectural firm, not sure if they are  
thoroughly familiar with all FAA rules regulations  
regarding projects taking place at the airport.

Tammy Good                      3/8/11  
 Signature of Evaluator                      Date

Tammy Good  
 Print Name

**EVALUATION CRITERIA**  
**RLI H-06-11 – CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING SERVICES**  
**FOR THE MUNICIPAL AIR PARK**

VENDOR NAME: Craven Thompson & Associates, Inc.

<u>CRITERIA</u>	<u>POINT RANGE</u>	<u>SCORE</u>
1. Prior experience of the firm with projects of similar size and complexity: a. Number of similar projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance	(0-30)	<u>26</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)	<u>20</u>
3. Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	(0-10)	<u>10</u>
4. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	(0-30)	<u>26</u>
5. Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (And/or sub-contractors.)	(0-10)	<u>4</u>
<b>TOTAL SCORE</b>		<u>86</u>

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

- Technical approach was general- did not mention  
specific future projects for Pompano Airpark.

Tammy Good      3/8/11  
 Signature of Evaluator      Date

Tammy Good  
 Print Name

EVALUATION CRITERIA  
RLI H-06-11 – CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING SERVICES  
FOR THE MUNICIPAL AIR PARK

VENDOR NAME: Hanson

<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)	<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)	<u>20</u>
3. Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	(0-10)	<u>10</u>
4. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	(0-30)	<u>27</u>
5. Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (And/or sub-contractors.)	(0-10)	<u>2</u>
<b>TOTAL SCORE</b>		<u>86</u>

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

- Staff has extensive knowledge related to FAA rules/regulations.

Tammy Good  
 Signature of Evaluator

3/8/11  
 Date

Tammy Good  
 Print Name

**EVALUATION CRITERIA**  
**RLI H-06-11 – CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING SERVICES**  
**FOR THE MUNICIPAL AIR PARK**

VENDOR NAME: Hillman Engineering, 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)	<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)	<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)	<u>10</u>
4. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	(0-30)	<u>20</u>
5. Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (And/or sub-contractors.)	(0-10)	<u>2</u>
<b>TOTAL SCORE</b>		<u>67</u>

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

- No T.O.C.

- No Tabs

- Extensive Condominium Experience ???

Tammy Good  
Signature of Evaluator                      Date

Tammy Good  
Print Name

EVALUATION CRITERIA  
RLI H-06-11 – CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING SERVICES  
FOR THE MUNICIPAL AIR PARK

VENDOR NAME: Kimley-Horn and 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)	<u>30</u>
2. Qualifications of personnel including sub consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	(0-20)	<u>20</u>
3. Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	(0-10)	<u>10</u>
4. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	(0-30)	<u>30</u>
5. Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (And/or sub-contractors.)	(0-10)	<u>2</u>
TOTAL SCORE		<u>92</u>

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

This firm has provided exceptional service to the City regarding any project related to the Airpark. They have extensive knowledge of FAA guidelines and have been very successful getting FAA approval for projects on the Airpark.

Tammy Good  
Signature of Evaluator

3/8/11  
Date

Tammy Good  
Print Name

**EVALUATION CRITERIA**  
**RLI H-06-11 – CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING SERVICES**  
**FOR THE MUNICIPAL AIR PARK**

VENDOR NAME: The LPA Group Aviation Consultants

<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)	<u>28</u>
2. Qualifications of personnel including sub consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	(0-20)	<u>20</u>
3. Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	(0-10)	<u>9</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)	<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? (And/or sub-contractors.)	(0-10)	<u>3</u>
<b>TOTAL SCORE</b>		<u>88</u>

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

- Very detailed technical approach, specific to future projects at  
Bonaparte Airpark.

Tammy Good  
Signature of Evaluator                      3/8/11  
Date

Tammy Good  
Print Name

EVALUATION CRITERIA  
RLI H-06-11 – CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING SERVICES  
FOR THE MUNICIPAL AIR PARK

VENDOR NAME: Cartaya & 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)	<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)	<u>20</u>
3. Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	(0-10)	<u>10</u>
4. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	(0-30)	<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? (And/or sub-contractors.)	(0-10)	<u>3</u>
TOTAL SCORE		<u>83</u>

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

good tech approach  
good experience not as extensive in airport; lots of  
municipal experience

Robert McCaughan  
Signature of Evaluator

MAR 8 2011  
Date

Robert McCaughan  
Print Name

**EVALUATION CRITERIA**  
**RLI H-06-11 – CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING SERVICES**  
**FOR THE MUNICIPAL AIR PARK**

VENDOR NAME: Craven Thompson

<u>CRITERIA</u>	<u>POINT RANGE</u>	<u>SCORE</u>
1. Prior experience of the firm with projects of similar size and complexity: a. Number of similar projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance ✓	(0-30)	<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) <i>Some pending</i>	<u>20</u>
3. Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	(0-10)	<u>10</u>
4. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	(0-30)	<u>20</u>
5. Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (And/or sub-contractors.)	(0-10)	<u>4</u>
<b>TOTAL SCORE</b>		<u>74</u>

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

*good tech approach but more general  
 Relevant airport experience and municipal, but not as  
 extensive as others. Good experience in working w/ NIP*

*Robert McCaughan*  
 Signature of Evaluator

**MAR 8 2011**  
 Date

Robert McCaughan  
 Print Name



EVALUATION CRITERIA  
RLI H-06-11 – CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING SERVICES  
FOR THE MUNICIPAL AIR PARK

VENDOR NAME: Hillman Engineering

<u>CRITERIA</u>	<u>POINT RANGE</u>	<u>SCORE</u>
1. Prior experience of the firm with projects of similar size and complexity: a. Number of similar projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance	(0-30)	<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)	<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)	<u>10</u>
4. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	(0-30)	<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? (And/or sub-contractors.)	(0-10)	<u>2</u>
TOTAL SCORE		<u>52</u>

*- did not see*

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

*NOT a strong submittal*

*generic tech approach*

*did not see similar type experience expected for consulting service at Air Park*

*Robert*  
 Signature of Evaluator

MAR 8 2011  
 Date

Robert McCaughan  
 Print Name

**EVALUATION CRITERIA**  
**RLI H-06-11 – CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING SERVICES**  
**FOR THE MUNICIPAL AIR PARK**

VENDOR NAME: Kimley-Horn & 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)	<u>30</u>
2. Qualifications of personnel including sub consultants: a. Organizational chart for project b. Number of technical staff ✓ c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	<i>minor pending</i> (0-20)	<u>20</u>
3. Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office ✓	(0-10)	<u>10</u>
4. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	(0-30)	<u>30</u>
5. Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (And/or sub-contractors.)	(0-10)	<u>2</u>
<b>TOTAL SCORE</b>		<u>92</u>

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

Excellent Tech approach w/ data specific info for Pompano Airport

Excellent Experience as summarized in Table page 4-14

Robert M  
Signature of Evaluator

MAR 8 2011  
Date

Robert McCaughan  
Print Name

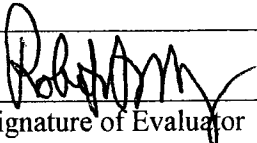
**EVALUATION CRITERIA**  
**RLI H-06-11 – CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING SERVICES**  
**FOR THE MUNICIPAL AIR PARK**

VENDOR NAME: LPA 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)	<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)	<u>20</u>
3. Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	(0-10)	<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)	<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? (And/or sub-contractors.)	(0-10)	<u>3</u>
<b>TOTAL SCORE</b>		<u>75</u>

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

Good experine at Airports - 40 commercial and 150 General Aviation (99%) (p. 15)

  
Signature of Evaluator

MAR 8 2011  
Date

Robert McCaughan  
Print Name

EVALUATION CRITERIA  
RLI H-06-11 – CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING SERVICES  
FOR THE MUNICIPAL AIR PARK

VENDOR NAME: CARTAYA & ASSOCIATES, ARCHITECTS

<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)	<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)	<u>20</u>
3. Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	(0-10)	<u>10</u>
4. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	(0-30)	<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? (And/or sub-contractors.)	(0-10)	<u>3</u>
TOTAL SCORE		<u>78</u>

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

Very good Technical Approach, Qualifications good, very weak with Airport/Aviation Experience.

Steven P. Rocco  
 Signature of Evaluator

3/8/11  
 Date

STEVEN P. ROCCO  
 Print Name

**EVALUATION CRITERIA**  
**RLI H-06-11 – CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING SERVICES**  
**FOR THE MUNICIPAL AIR PARK**

VENDOR NAME: CRAVEN THOMPSON

<u>CRITERIA</u>	<u>POINT RANGE</u>	<u>SCORE</u>
1. Prior experience of the firm with projects of similar size and complexity: a. Number of similar projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous projects performed for the City e. Litigation within the past 5 years arising out of firm's performance	(0-30)	<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)	<u>20</u>
3. Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	(0-10)	<u>10</u>
4. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	(0-30)	<u>20</u>
5. Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (And/or sub-contractors.)	(0-10)	<u>4</u>
<b>TOTAL SCORE</b>		<u>74</u>

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

NOT MANY AIRPORT PROJECTS. ALL PERSONNEL VERY QUALIFIED  
TECHNICAL APPROACH LOOKS TEXTBOOK BECAUSE OF LACK OF AVIATION KNOWLEDGE.

Steve P. Rocco      3/8/11  
Signature of Evaluator      Date

STEVEN ROCCO  
Print Name

EVALUATION CRITERIA  
RLI H-06-11 – CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING SERVICES  
FOR THE MUNICIPAL AIR PARK

VENDOR NAME: HANSON PROFESSIONAL SERVICES 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)	<u>30</u>
2. Qualifications of personnel including sub consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	(0-20)	<u>20</u>
3. Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	(0-10)	<u>10</u>
4. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	(0-30)	<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? (And/or sub-contractors.)	(0-10)	<u>2</u>
<b>TOTAL SCORE</b>		<u>87</u>

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

VERY WELL QUALIFIED, VERY GOOD TECHNICAL APPROACH. THEY HAVE MANY AIRPORT/AVIATION PROJECTS & EXPERIENCE. HAVE DONE GOOD WORK FOR PMP WITH AIRPORT MASTER PLAN AND STORMWATER MASTER PLAN.

Steven P. Rocco  
 Signature of Evaluator

3/8/11  
 Date

STEVEN ROCCO  
 Print Name

EVALUATION CRITERIA  
RLI H-06-11 – CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING SERVICES  
FOR THE MUNICIPAL AIR PARK

VENDOR NAME: HILLMAN ENGINEERING, 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)	<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)	<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)	<u>10</u>
4. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	(0-30)	<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? (And/or sub-contractors.)	(0-10)	<u>2</u>
<b>TOTAL SCORE</b>		<u>47</u>

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

VERY POOR PROPOSAL

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Steven P. Rocco      3/8/11  
 Signature of Evaluator      Date

STEVEN P. ROCCO  
 Print Name

EVALUATION CRITERIA  
 RLI H-06-11 – CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING SERVICES  
 FOR THE MUNICIPAL AIR PARK

VENDOR NAME: Kimley Horn & 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)	<u>30</u>
2. Qualifications of personnel including sub consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	(0-20)	<u>20</u>
3. Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	(0-10)	<u>10</u>
4. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control	(0-30)	<u>30</u>
5. Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (And/or sub-contractors.)	(0-10)	<u>2</u>
TOTAL SCORE		<u>92</u>

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

Very well qualified, very good technical approach, they have extensive knowledge of PMP Airport.

Steve P. Rocco      3/8/11  
 Signature of Evaluator      Date

STEVEN ROCCO  
 Print Name

EVALUATION CRITERIA  
RLI H-06-11 – CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING SERVICES  
FOR THE MUNICIPAL AIR PARK

VENDOR NAME: LPA 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)	<u>30</u>
2. Qualifications of personnel including sub consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	(0-20)	<u>20</u>
3. Proximity of the nearest office to the project location: a. Location b. Number of staff at the nearest office	(0-10)	<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)	<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? (And/or sub-contractors.)	(0-10)	<u>3</u>
TOTAL SCORE		<u>86</u>

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

Very well qualified firm, have done many aviation/airport projects,  
Technical approach was very thorough

SA P. Rocco      3/8/11  
 Signature of Evaluator      Date

STEVEN P. ROCCO  
 Print Name



REQUEST FOR  
LETTERS OF INTEREST  
H-06-11

CONTINUING CONTRACT FOR  
PROFESSIONAL ENGINEERING AND  
CONSULTING SERVICES FOR THE  
MUNICIPAL AIR PARK

**RLI OPENING: NOVEMBER 18, 2010, 2:00 P.M.**  
**PURCHASING OFFICE**  
**1190 N.E. 3RD AVENUE, BUILDING C (Front)**  
**POMPAÑO BEACH, FLORIDA 33060**



October 25, 2010

**CITY OF POMPANO BEACH, FLORIDA**

**REQUEST FOR LETTERS OF INTEREST**

**H-06-11**

Pursuant to Florida Statutes, Chapter 287.055(2)(g) (Consultants Competitive Negotiations Act), the City of Pompano Beach, Florida invites qualified engineering firms to submit Letters of Interest, qualifications and experience for consideration to provide:

**CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING SERVICES FOR THE MUNICIPAL AIR PARK**

The City intends to issue a single contract to an engineering firm to provide professional services to the City for the various airport-related projects at the City's Municipal Air Park. Tasks to be assigned are identified in the Airport Master Plan or City Capital Improvement Program. Additionally, the City may assign tasks which may arise in support of the development and operation of the Airpark. Professional services under this contract will be restricted to those required for any project for which construction costs will not exceed \$2 million, and for any study activity for which fees will not exceed \$200,000. The contract will be for an initial term of one year, with an option for up to four one-year extensions as agreed to by the Consultant and the City.

The types of projects to be undertaken include, but are not limited to:

- Review and update of the Air Park Master Plan and Capital Improvement Plan
- Review and/or preparation of noise abatement/mitigation studies
- Complete design and construction phase services for Air Park Capital Improvement Projects
- Review of plans and projects submitted to Air Park for private developments to ensure compliance with all appropriate FAA Advisory Circulars and Regulations
- Preparation or review of plats that may be periodically required or processed for specific on-site developments
- Grant support services
- Stormwater/Drainage improvement projects and NPDES compliance

- Civil and Structural projects (i.e., structures, fencing, roofing, on-site water and sewer, pavements, etc.)
- Preparation and submittals of Air Space Study Checklists and FAA Form 7460 (Notice of Proposed Construction or Alterations) for required airport construction projects

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

1. Prepare preliminary design reports and/or design alternative recommendations. This may include various types of modeling, surveying, and field data analysis.
2. Prepare all required bidding/construction documents for projects. This will include preparing surveys, design plans and construction drawings, technical specifications, and cost estimates. Attendance at City Commission, Advisory Board, pre-design, design, bidding and bid award meetings may be required.
3. Attend pre-bid conference(s); prepare possible bid addendums for plan revisions. Assist in making bid award recommendations for contracting/construction services.
4. Prepare all required permit applications and submittal packages as required for permit issuance of all agency permits (i.e. Federal, State, County and City)
5. Provide construction engineering/management services for projects. Services during construction may include shop drawing/contractor submittal reviews and approvals, inspection and approval of project improvements, possible plan revisions, and review and approval of contractor pay applications.
6. Provide project close-out 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.
7. Review of various development submittals for projects at the Air Park by outside parties.

Firms must have previous experience in aviation projects and must be licensed to practice Professional Engineering in the State of Florida, Florida State Statute 481, by the Board of Professional Regulation.

**A. SUBMITTAL FORMAT**

The City of Pompano Beach, Florida will receive sealed proposals until 2:00 p.m. (local), November 18, 2010, in the City's Purchasing Office, 1190 N.E. 3<sup>rd</sup> Avenue, Building C, Pompano Beach, Florida, 33060. Late submittals, additions, or changes will not be accepted. Submittal packages should be marked on the exterior RLI # H-06-11 Continuing Contract for Professional Engineering and Consulting Services for the Municipal Air Park.

Submit one (1) original unbound and five (5) bound copies of the proposal. All copies will be on 8 ½” x 11” plain white paper, typed, and signed by the Proposer's contractually binding authority. The text size used in the response shall be 11 point or larger.

To assure consistency, proposals must conform to the following format, and include the following items, in the order presented below, with tabs or dividers between the sections:

- 1) Table of contents with page numbers referenced.
- 2) Letter of Interest. In your letter, include the complete corporate name of the primary firm responding, address, telephone, fax number, and name of the person in your firm who the City should contact regarding your response.
- 3) 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.
- 4) Completed “Project Team” form.
- 5) Statement of Skills and Experience of Project Team.
- 6) Resumes of key personnel.
- 7) References for past municipal and aviation/airport projects in the tri-county area (Broward, Palm Beach, and Miami-Dade.)
- 8) Location of the office from which services will be rendered, and the number of professional and administrative staff at the prime office location.
- 9) 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.
- 10) 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.
- 11) Completed SBE program forms, Exhibits A-D, if applicable for your team. Include copies of all certifications for firms listed on these forms.
- 12) Completed Local Business program forms, Exhibits E-H, if applicable.
- 13) All other information requested herein. Each item in the evaluation criteria must be addressed in your response.

- 14) Return all RLI pages, initialed where indicated.

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.

**Skills and experience of the Project Team** must be included as indicated above. Describe the experience of the entire project team as it relates to these types of projects. 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.

Specifically identify the management plan (if needed) and provide an organizational chart for the team. The organizational chart will be in addition to the **Skills and Experience of the Project Team** as indicated above. 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.

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.

Responses should include all pages of this solicitation properly initialed in the lower right hand corner.

#### **B. 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.mypompanobeach.org](http://www.mypompanobeach.org). Please indicate in your response if your firm is a certified Small Business Enterprise.

**Please note that, while no voluntary goals have been established for this solicitation, the City encourages small business participation in *all* of its procurements.**

Please indicate in your response if your firm, or a subconsultant, is a certified Small Business Enterprise, and include the completed "Good Faith Effort Report" form with your proposal. SBE forms are included at the end of this solicitation. Firms 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.

#### **C. 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 RLI. The business information, sorted by business use classification, is posted on the webpage for the Business Tax Receipt Division: <http://mypompanobeach.org/directory/btr/index.html>

**Please note that, while no voluntary goals have been established for this solicitation, the City encourages Local Business participation in *all* of its procurements.**

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 submittal package, the Local Business Participation Form, listing the local businesses that will be used on the contract, and the Letter of Intent Form 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, listing firms that were contacted but not available, and the Good Faith Effort Report describing the efforts made to include local business participation in the contract.

**D. SELECTION/EVALUATION PROCESS**

A Selection/Evaluation Committee will be appointed and will be responsible for selecting the most qualified firms. The Selection/Evaluation Committee will then present their findings to the City Commission and upon their approval, negotiate contract with the most qualified firm.

The Committee will rank responses based upon the following criteria:

1. Prior experience of the firm with projects of similar size and complexity: 0-30 points
  - a. Number of similar projects
  - b. Complexity of similar projects
  - c. References from past projects performed by the firm
  - d. Previous projects performed for the City (provide description)
  - e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)
  
2. Qualifications of personnel including sub consultants: 0-20 points
  - a. Organizational chart for project
  - b. Number of technical staff
  - c. Qualifications of technical staff:
    - (1) Number of licensed staff
    - (2) Education of staff
    - (3) Experience of staff on similar projects
  
3. Proximity of the nearest office to the project location: 0-10 points
  - a. Location
  - b. Number of staff at the nearest office
  
4. Technical approach to perform the tasks described in the Scope of Services: 0-30 points
  - 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? (Certification of any sub-contractors should also be included with the response.) 0-10 points

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 will have 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, with a score of "1" assigned to the short-listed proposer deemed most qualified by the Committee.

Each firm should submit documents that provide evidence of capability to provide the services required for the committee's review for shortlisting purposes. The shortlisted firms may be contacted to provide public presentations regarding their qualifications and ability to furnish the required services. 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.

#### **E. CONTRACT AWARD**

It is the intent of the City to issue multiple one-year contracts with four (4) possible one-year renewal terms for the work described herein.

#### **F. INSURANCE**

The insurance described herein reflects the insurance requirements deemed necessary for this project 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 shall not commence operations, construction and/or installation of improvements until certification or proof of insurance, detailing terms and provisions of coverage, has been received and approved by the City of Pompano Beach Risk Manager.

The following insurance coverage shall be required.

1. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440, regardless of the size of the company (number of employees). The Contractor further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.

2. Liability Insurance

- a) Naming the City of Pompano Beach as an additional insured, on General Liability Insurance only, in connection with work being done under this contract.
- b) Such Liability insurance shall include the following checked types of insurance and indicated minimum policy limits.

3. Real & Personal Property Insurance

The Contractor is responsible for any loss or damage to tools, equipment and supplies at the job site and is also responsible for any loss or damage to buildings being constructed until that building is completed and a certificate of occupancy is issued.

**LIMITS OF LIABILITY**

<u>Type of Insurance</u>		<u>each occurrence</u>	<u>aggregate</u>
<b>GENERAL LIABILITY</b>			
XX	comprehensive form		
XX	premises - operations	bodily injury	\$1,000,000.
XX	explosion & collapse		\$1,000,000.
	hazard	property damage	\$1,000,000.
—	underground hazard		
XX	products/completed		
	operations hazard	bodily injury and	
XX	contractual insurance	property damage	
XX	broad form property	combined	\$1,000,000.
	damage		\$1,000,000.
XX	independent contractors		
XX	personal injury	personal injury	\$1,000,000.
			\$1,000,000.
<b>AUTOMOBILE LIABILITY</b>			
		bodily injury	
		(each person)	\$1,000,000.
		bodily injury	
		(each accident)	\$1,000,000.
XX	comprehensive form		\$1,000,000.
XX	owned	property damage	\$1,000,000.
XX	hired		\$1,000,000.
XX	non-owned	bodily injury and	
		property damage	
		combined	\$1,000,000.
			\$1,000,000.

**REAL & PERSONAL PROPERTY**

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

**EXCESS LIABILITY**

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

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

The certification or proof of insurance must contain a provision for notification to the City ten (10) days in advance of any material change in coverage or cancellation.

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

**G. GOVERNING LAW**

Interested vendors will agree that agreements shall be governed by the laws of the State of Florida, and the venue for any legal action will be Pompano Beach, Florida.

**H. 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 his business. If any City employee is also an owner, corporate officer, or an employee, the Proposer must file a statement with the Broward County Supervisor of Elections pursuant to Florida Statutes 112.313.

**I. DRUG FREE WORKPLACE**

The selected Proposer with whom an agreement will be negotiated will be required to verify they will operate a “Drug Free Workplace” as outlined in Florida Statute, Section 287.087.

**J. 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.

**K. CONTACT INFORMATION**

For additional information regarding this solicitation, please contact Ms. Leeta Hardin, General Services Director (954) 786-4098.

**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	_____ _____	_____

(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,</u>	<u>Contract</u>
	<u>Telephone Number</u>	<u>Amount/Percentage</u>
		<u>Type of Work to be Performed</u>

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

FOR CITY USE ONLY

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

Are documents requested submitted accordingly  YES  NO



EXHIBIT "C"  
SMALL BUSINESS ENTERPRISE  
UNAVAILABILITY FORM

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

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

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

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

Said SBE CONTRACTOR(s):

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

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

Note: Attach additional documents as available.

EXHIBIT "D"  
SMALL BUSINESS ENTERPRISE  
GOOD FAITH EFFORT REPORT

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

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

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

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3. Did you send written notices to SBEs?

Yes       No

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

4. Did you advertise in local publications?

Yes       No

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

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

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

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

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

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Note: Please attach the unavailability letters with this report.





EXHIBIT G  
LOCAL BUSINESS  
UNAVAILABILITY FORM

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

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

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

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

Said Local Businesses:

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

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

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

Note: Attach additional documents as available.

EXHIBIT H  
GOOD FAITH EFFORT REPORT  
LOCAL BUSINESS PARTICIPATION

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

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

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

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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 ?

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## STATEMENT OF NO RESPONSE

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

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

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

Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

SIGNATURE/TITLE \_\_\_\_\_

DATE \_\_\_\_\_