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INTER-OFFICE CORRESPONDENCE

MEMORANDUM NO. 2019-207

TO: Mark Gomes, Procurement Director  
Gabriel Fernandez, Purchasing Manager

CC: Charles F. Dodge, City Manager  
Aner Gonzalez, Assistant City Manager  
Marlene D. Graham, City Clerk

FROM: Samuel S. Goren, City Attorney *SSG*  
Jacob G. Horowitz, Assistant City Attorney *JGH*

DATE: October 7, 2019

RE: City of Pembroke Pines ("City") / CCNA Compliance

Pursuant to your request, the City Attorney's Office has reviewed Request for Qualifications # PSEN-19-07 (the "RFQ"), related to civil engineering, inspection, permit review services and development review committee (DCR) assistance for compliance with Section 287.055, F.S., the Consultant's Competitive Negotiation Act ("CCNA").

Based on our review, and subject to compliance with the following procedures, the **RFQ legally complies with the requirements of the CCNA.**

It is our understanding that the City is seeking to enter into a "continuing contract" with one (1) qualified firm, to be utilized on an as needed basis. "Continuing contracts" are legally permitted by the CCNA and specifically defined by Section 287.055(2)(g), F.S. Any services procured pursuant to the RFQ are **limited** in value and scope to the definition set forth in that section.

Please consider the following procedures:

1) Once the City publicly announces the RFQ and receives bids by interested professional services firms, the City's evaluation committee must convene to **evaluate the qualifications** of the responsive bidders.

2) The evaluation committee should **select and recommend** to the City Commission, in order of preference, **no fewer than three** firms to be the most highly qualified to perform the required services.

3) At the direction of the City Commission, the City shall **negotiate** a continuing contract with the most qualified firm for the desired professional services, at compensation which the City determines is fair, competitive and reasonable.

Please contact our office if there is any additional information that we can provide.