



City of Pembroke Pines, FL

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Agenda Request Form

Agenda Number: 14.

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Type: Bid

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**Agenda
Section:**

In Control: City Commission

File Created: 07/12/2018

Short Title: PSUT-18-03 Utilities Comprehensive Master Plan
Services

Final Action:

Title: MOTION TO APPROVE THE FINDINGS AND RECOMMENDATION OF THE
EVALUATION COMMITTEE AND TO AWARD PSUT-18-03 "UTILITIES
COMPREHENSIVE MASTER PLAN SERVICES" TO CH2M HILL
ENGINEERS, INC., AND TO DIRECT THE CITY MANAGER TO NEGOTIATE
A CONTRACT FOR SERVICES.

***Agenda Date:** 08/22/2018

Agenda Number: 14.

Internal Notes:

Attachments: 1. 8-14-18 Meeting Minutes, Summary Rankings, and Score Sheets, 2. PSUT-18-03 - Bid
Tabulation, 3. Submittal by CH2M Hill Engineers, Inc. for PSUT 18-03, 4. PSUT-18-03 - Utilities
Comprehensive Master Plan Services

1	City Commission	08/22/2018	defer	Pass
Action Text: A motion was made by Vice Mayor Good, Jr., seconded by Commissioner Siple, to defer the item for further review on issues of conflicts of interest in the procurement evaluation committee process. Commissioner Castillo expressed his support of a deferral. The City Attorney stated he would review the matter promptly. The motion carried by the following vote:				
Aye: - 5 Mayor Ortis, Commissioner Castillo, Commissioner Schwartz, Commissioner Siple, and Vice Mayor Good Jr.				
Nay: - 0				

SUMMARY EXPLANATION AND BACKGROUND:

1. On June 6, 2018, the City Commission authorized the advertisement of PSUT-18-03 "Utilities Comprehensive Master Plan Services", which was advertised on June 12, 2018.
2. The purpose of this solicitation was to provide Utility Comprehensive Master Plan Services.
3. On July 10, 2018, the City opened three (3) proposals from the following vendors:

Vendor Name
Calvin, Giordano & Associates, Inc.

Carollo Engineers, Inc.
CH2M Hill Engineers, Inc.

4. On August 14, 2018, the City convened an evaluation committee to evaluate the qualifications of the proposers based on the weighted criteria provided for in the bid documents and listed below:

- Firm's Qualifications and Experience in Similar Projects (35%)
- Qualifications & Experience of Key Personnel (15%)
- Firm's Understanding and Approach to the Work (35%)
- Client References and Past Performance (10%)
- Local Vendor Preference/Veteran Owned Small Business Preference (5%)

5. At the August 14, 2018 meeting, the evaluation committee allowed the vendors to make a presentation and also held a question and answer session with each of the vendors.

6. At the August 14, 2018 meeting, the evaluation committee ranked the vendors as shown below:

Rank Vendor Name

- 1 CH2M Hill Engineers, Inc.
- 2 Carollo Engineers, Inc.
- 3 Calvin, Giordano & Associates, Inc.

7. Based on the scoring results, the evaluation committee unanimously approved a motion to recommend the City Commission to award PSUT-18-03 "Utilities Comprehensive Master Plan Services" to the first ranked vendor, CH2M Hill Engineers, Inc., and to direct the City Manager to negotiate a contract for services. If the City is unable to negotiate a satisfactory contract with the first ranked vendor, the City Manager shall begin negotiations with the next ranked vendor.

8. CH2M Hill Engineers, Inc. has also completed the Equal Benefits Certification Form and has stated that the "Contractor currently complies with the requirements of this section."

9. Request Commission to approve the findings and recommendation of the evaluation committee and to award PSUT-18-03 "Utilities Comprehensive Master Plan Services" to CH2M Hill Engineers, Inc., and to direct the City Manager to negotiate a contract for services.

FINANCIAL IMPACT DETAIL:

- a) **Initial Cost:** None at this time.
- b) **Amount budgeted for this item in Account No:** Funds are currently budgeted for this project in account # 471-536-6010-31100 (Professional Services - Engineering)
- c) **Source of funding for difference, if not fully budgeted:** Not Applicable.
- d) **5 year projection of the operational cost of the project:** Not Applicable.
- e) **Detail of additional staff requirements:** Not Applicable.

