



City of Pembroke Pines, FL

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Agenda Request Form

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**Agenda
Section:**

In Control: City Commission

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Short Title: Award of RFQ # PUST-20-10

Final Action: 12/16/2020

Title: MOTION TO APPROVE THE FINDINGS AND RECOMMENDATION OF THE EVALUATION COMMITTEE AND TO AWARD RFQ # PSUT-20-10 "WASTEWATER TREATMENT PLANT PROCESS ENGINEERING, PUMPING AND FORCE MAINS" TO HAZEN AND SAWYER, AND TO DIRECT THE CITY MANAGER TO NEGOTIATE A CONTRACT FOR SERVICES.

***Agenda Date:** 12/16/2020

Agenda Number: 10.

Internal Notes:

Attachments: 1. PSUT-20-10 - Bid Tabulation, 2. Conflict of Interest Forms, 3. 12-01-2020 1st Meeting Minutes, 4. 12-01-2020 2nd Meeting Minutes, 5. 12-01-2020 Summary Rankings and Score Sheets, 6. Submittal by Hazen and Sawyer, 7. PSUT-20-10 Wastewater Treatment Plant Process Engineering, Pumping and Force Mains

1 City Commission 12/16/2020 approve Pass
Action Text: A motion was made to approve on the Consent Agenda
Aye: - 5 Mayor Ortis, Vice Mayor Schwartz, Commissioner Good Jr.,
Commissioner Castillo, and Commissioner Siple
Nay: - 0

MOTION TO APPROVE THE FINDINGS AND RECOMMENDATION OF THE EVALUATION COMMITTEE AND TO AWARD RFQ # PSUT-20-10 "WASTEWATER TREATMENT PLANT PROCESS ENGINEERING, PUMPING AND FORCE MAINS" TO HAZEN AND SAWYER, AND TO DIRECT THE CITY MANAGER TO NEGOTIATE A CONTRACT FOR SERVICES.

PROCUREMENT PROCESS TAKEN:

- *Chapter 35 of the City's Code of Ordinance is titled "PROCUREMENT PROCEDURES, PUBLIC FUNDS."*
- *Section 35.15 defines a Request for Qualifications as "A written solicitation for competitive sealed offers with the title, date and hour of the public opening designated. A request for qualifications shall include, but is not limited to, general information, functional or general specifications, statement of work, instructions for offer and evaluation criteria. All requests for qualifications shall state the relative importance of the evaluation criteria. The city may engage in competitive negotiations with responsible offerors determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of offers, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offer."*
- *Section 35.21 of the City's Code of Ordinances is titled "AWARD OF CONTRACT."*
- *Section 35.21(A) of the City's Code of Ordinances is titled "City Commission Approval."*
- *Section 35.21(A)(1) states, "An initial purchase of, or contract for, commodities or services, in excess of \$25,000, shall require the approval of the City Commission, regardless of whether the competitive bidding or competitive proposal procedures were followed."*
- *Florida Statute (F.S.) 287.055 is known as the "Consultant's Competitive Negotiation Act" (CCNA).*
- *F.S. Section 287.055(2)(a) defines Professional services as "those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the state, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice."*
- *F.S. Section 287.055(2)(f) states "Project" means that fixed capital outlay study or planning activity described in the public notice of the state or a state agency under*

paragraph (3)(a). A project may include:

- 1. A grouping of minor construction, rehabilitation, or renovation activities.**
- 2. A grouping of substantially similar construction, rehabilitation, or renovation activities.**

- F.S. Section 287.055(3)(a)(1) states “Each agency shall publicly announce, in a uniform and consistent manner, each occasion when professional services must be purchased for a project the basic construction cost of which is estimated by the agency to exceed the threshold amount provided in s.287.017 for CATEGORY FIVE (\$325,000) or for a planning or study activity when the fee for professional services exceeds the threshold amount provided in s.287.017 for CATEGORY TWO (\$35,000), except in cases of valid public emergencies certified by the agency head. The public notice must include a general description of the project and must indicate how interested consultants may apply for consideration.”

- F.S. Section 287.055(2)(g) states “A “continuing contract” is a contract for professional services entered into in accordance with all the procedures of this act between an agency and a firm whereby the firm provides professional services to the agency for projects in which the estimated construction costs of each individual project under the contract does not exceed \$2 million, for study activity if the fee for professional services for each individual study under the contract does not exceed \$200,000, or for work of a specified nature as outlined in the contract required by the agency, with the contract being for a fixed term or with no time limitation except that the contract must provide a termination clause. Firms providing professional services under continuing contracts shall not be required to bid against one another.”

SUMMARY EXPLANATION AND BACKGROUND:

1. On August 19, 2020, the City Commission authorized the advertisement of RFQ # PSUT-20-10 “Wastewater Treatment Plant Process Engineering, Pumping and Force Mains” which was advertised on August 25, 2020.
2. The purpose of this solicitation was to find a firm which would provide Process Engineering Services for the Wastewater Treatment, collection and distribution facilities for construction and process improvement projects, with a focus on additions and alterations to existing facility systems.
3. On October 6, 2020 the City opened four (4) proposals from the following vendors:

Vendor Name

Hazen & Sawyer, P.C.
CPH, Inc.
Eckler Engineering, Inc.
Carollo Engineers, Inc.

4. On December 1, 2020, the City convened an evaluation committee that was tasked with selecting, in order of preference, no less than three firms deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the evaluation committee evaluated the qualifications of the proposers based on the weighted criteria listed below:

- Adequacy of Personnel / Ability of Professional Personnel (15 points)
- Whether a firm is a Certified Minority Business Enterprise (5 points)
- Past Record / Past Performance (20 points)
- Capabilities (25 points)
- Experience (of the firm or individual) (35 points)

5. At the December 1, 2020, meeting, the evaluation committee made a motion, which passed unanimously, that all four (4) vendors were deemed qualified and should be brought back for a discussion period.

6. On December 1, 2020, the City re-convened the evaluation committee after a 15 minute recess. The evaluation committee had discussions with each of the short listed firms regarding their: (1) Qualifications, (2) Approach to the project; and (3) Ability to furnish the required services.

7. The evaluation committee eventually scored and ranked the vendors based on the weighted criteria provided for in the solicitation documents and listed below:

- Adequacy of Personnel / Ability of Professional Personnel (25%)
- Whether a firm is a Certified Minority Business Enterprise (5%)
- Past Record / Past Performance (30%)
- Willingness to meet time and budget requirements (10%)
- Recent, current, and projected workloads of the firms (20%)
- Location (5%)
- Local Vendor Preference/ Veteran Owned Small Business Preference (5%)

8. At the December 1, 2020 meeting, the evaluation committee ranked the vendors as shown below:

Rank	Evaluator/Vendor
1	Hazen and Sawyer
2	Carollo Engineers, Inc.
3	Eckler Engineering, Inc.
4	CPH, Inc.

9. Based on the scoring results, the evaluation committee unanimously approved a motion to recommend the City Commission to award RFQ # PSUT-20-10 "Wastewater Treatment Plant Process Engineering, Pumping and Force Mains" to the first ranked vendor, Hazen and Sawyer, and to direct the City Manager to negotiate a contract for services.

10. An agenda item will be brought back to present to the Commission the negotiated contract executed by the vendor.

11. Hazen and Sawyer has also completed the Equal Benefits Certification Form and has stated that the "Contractor currently complies with the requirements of this section."

12. Request Commission to approve the findings and recommendation of the Evaluation Committee and to award RFQ # PSUT-20-10 "Wastewater Treatment Plant Process Engineering, Pumping and Force Mains" to Hazen and Sawyer and to direct the City Manager to negotiate a contract for services.

FINANCIAL IMPACT DETAIL:

a) Initial Cost: None at this time. A negotiated contract will be brought back to the Commission, and executed by the vendor.

b) Amount budgeted for this item in Account No: # 471-535-6022-31100 (Professional Services - Engineer)

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.