



## Legislation Text

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MOTION TO APPROVE THE FINDINGS AND RECOMMENDATION OF THE EVALUATION COMMITTEE AND TO AWARD PSEN-20-02 "CIVIL ENGINEERING AND SURVEYING SERVICES FOR TAFT STREET SWALE GRADING" TO CRAVEN, THOMPSON & ASSOCIATES, INC. AND TO DIRECT THE CITY MANAGER TO NEGOTIATE A CONTRACT FOR SERVICES.

### **PROCUREMENT PROCESS TAKEN:**

- *Chapter 35 of the City's Code of Ordinances is titled "PROCUREMENT PROCEDURES, PUBLIC FUNDS."*
- *Section 35.15 defines a Request for Proposals as "A written solicitation for competitive sealed proposals with the title, date and hour of the public opening designated. A request for proposals shall include, but is not limited to, general information, functional or general specifications, a statement of work, proposal instruction and evaluation criteria. All requests for proposals shall state the relative importance of price and any other evaluation criteria. The city may engage in competitive negotiations with responsible proposers 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. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offer."*
- *Section 35.18 of the City's Code of Ordinances is titled "COMPETITIVE BIDDING OR COMPETITIVE PROPOSALS REQUIRED; EXCEPTIONS."*
- *35.18(A) states, "A purchase of or contracts for commodities or services that is estimated by the Chief Procurement Officer to cost more than \$25,000 shall be based on sealed competitive solicitations as determined by the Chief Procurement Officer, except as specifically provided herein."*
- *Section 35.19 of the City's Code of Ordinances is titled "SEALED COMPETITIVE BIDDING PROCEDURE."*
- *Section 35.19(A) states, "All sealed competitive solicitations as defined in §35.18 shall be presented to the City Commission for their consideration prior to advertisement."*
- *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."***

## **SUMMARY EXPLANATION AND BACKGROUND:**

1. On December 2, 2020, the City Commission authorized the advertisement of RFQ PSEN-20-02 "Civil Engineering and Land Surveying Services for Taft Street Swale Grading" which was advertised on December 8, 2020.

2. The purpose of this solicitation was to find a firm which would provide engineering design and land surveying services associated with re-grading the swales, rehabilitating drainage areas and drainage structure addition.

3. On January 12, 2021, the City opened two (2) proposals from the following vendors:

### **Vendor Name**

Craven, Thompson & Associates, Inc.

R.J. Behar & Company, Inc.

4. On March 3, 2021, the City convened an evaluation committee that was tasked with selecting, in order of preferences, no less than three (3) 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%)
- Whether a firm is a Certified Minority Business Enterprise (5%)
- Past Record/Past Performance (20%)
- Capabilities (25%)
- Experience (of the firm or individual) (35%)

5. At the March 3, 2021 meeting, the evaluation committee made a motion, which passed unanimously, that both vendors were deemed qualified and should be brought back for a discussion period.

6. On March 3, 2021, 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 March 3, 2021 meeting, the evaluation committee ranked the vendors as shown below:

**Rank Evaluator/Vendor**

- 1 Craven, Thompson & Associates, Inc.
- 2 R.J. Behar & Company, Inc.

9. Based on the scoring results, the evaluation committee unanimously approved a motion to recommend the City Commission to award PSEN-20-02 "Civil Engineering and Land Surveying Services for Taft Street Swale Grading" to the first ranked vendor, Craven, Thompson & Associates, Inc., 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. Craven, Thompson & Associates, Inc. has also completed the Equal Benefits Certification Form and has stated that the "Contractor currently complies with the requirements of this section."

12. Request City Commission to approve the findings and recommendation of the Evaluation Committee and to award RFQ # PSEN-20-02 "Civil Engineering and Land Surveying Services for Taft

Street Swale Grading” to Craven, Thompson & Associates, Inc. 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:** 100-541-6003-546165-0000-000-0000 (R&M Drainage)
- 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.