



CITY OF RIVIERA BEACH UTILITY SPECIAL DISTRICT

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UTILITY DISTRICT

To: WILLIE HORTON, EXECUTIVE DIRECTOR

From: PAMELA DALEY, SENIOR PROCUREMENT SPECIALIST *PJD*

Date: JULY 2, 2018

Subject: RECOMMENDATION: RFQ 948-18- CONTINUING ENGINEERING INSPECTION SERVICES

Consistent with the City of Riviera Beach **Code of Ordinance (Section 16.5-267)**, UD Procurement Division a Request for Qualifications (RFQ) was advertised in the “**Legal Notices**” section of the Palm Beach Post on March 25, 2018, to solicit qualified firms or individuals to provide engineering inspection services for the Utility Special District on an continuing service agreement as needed.

To provide additional exposure and to ensure maximum competition for the project, it was also advertised on the City’s internet web-page and www.demandstar.com on March 26, 2018.

On May 23, 2018, an evaluation committee consisting of the City of Riviera Beach Utility Special District Executive Director, Assistant Executive Director, City of Lake Worth City Engineer, City of Riviera Beach Acting Public Works Director, South Regional Utility Director and as the facilitator the Districts’ Senior Procurement Specialist.

These firms were evaluated and ranked based on the criteria established in the City’s RFQ which included the following considerations:

1. FIRM QUALIFICATIONS AND CAPABILITIES
2. EXPERIENCE OF STAFF
3. PAST EXPERIENCE
4. PROJECT UNDERSTANDING
5. LITIGATION
6. LOCATION OF FIRM
7. MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION.

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EVALUATION COMMITTEE RECOMMENDATION: RFQ 948-18-2

After committee members had an opportunity to review each of the five (5) proposals received, the committee members met and discussed the particulars of each. The committee shared their observations, and evaluated and scored each response in accordance with their understanding of the evaluation criteria established in the City's public solicitation.

Scores for written presentations were tallied by the District Senior Procurement Specialist, and based upon a measure of average scores, the following top ranked first, second and third firms were short listed.

FIRM	RANKING
HOLTZ CONSULTING ENGINEERS, INC.	1
CHEN MOORE AND ASSOCIATES	2
CES CONSULTANT	3
RADISE INTERNATIONAL	4
MATHEWS CONSULTING	5

Holtz Consulting Engineers, Inc., Chen Moore and Associates and CES Consultant are each qualified to provide the required services; stated in the solicitation. The Committee's consensus ranks the top three firms listed above to provide the services identified in the RFQ.

Holtz Consulting Engineers, Inc. and CES are qualified as minority/woman owned businesses. Holtz Consulting Engineers, Inc., Chen Moore and Associates and CES Consultants are all located in Palm Beach County. Each firm has substantial experience in providing the types of services required by the Utility Special District as identified in the scope of service for the RFQ.

Accordingly, it is the majority consensus of the evaluation committee that the top three ranked firms be recommended to provide Continuing Engineering Inspection services for the District.

CC:

Purchasing File