



CITY OF RIVIERA BEACH UTILITY SPECIAL DISTRICT

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UTILITY DISTRICT

To: WILLIE HORTON, EXECUTIVE DIRECTOR

From: PAMELA DALEY, SENIOR PROCUREMENT SPECIALIST *PD*

Date: JULY 2, 2018

Subject: RECOMMENDATION: RFQ 947-18 – CONTINUING ENGINEERING 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 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 2, 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.

After committee members had an opportunity to review each of the eleven (11) 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.

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EVALUATION COMMITTEE RECOMMENDATION: RFQ 947-18

Scores for written presentations were tallied by the District Senior Procurement Specialist, and based upon a measure of average scores, the following top ranked six (6) firms were short listed.

FIRM	RANKING
HOLTZ CONSULTING ENGINEERS, INC.	1
EAC CONSULTANT, INC.	2
C SOLUTIONS INC.	3
BROWN AND CALDWELL	4
CES CONSULTANT	5
CHEN MOORE AND ASSOCIATES	6
CARROLLO ENGINEERS	7
CRAIG A. SMITH & ASSOCIATES	8
BARNES, FERLAND AND ASSOCIATES	9
MATHEWS CONSULTING	10
FLORIDA TECHNICAL CONSULTANTS	11

HOLTZ CONSULTING ENGINEERS, INC., EAC CONSULTANT, INC., C SOLUTIONS INC., BROWN AND CALDWELL, CES CONSULTANT AND CHEN MOORE AND ASSOCIATES are each qualified to provide the required services; stated in the solicitation. The Committee's consensus ranks the top six (6) firms listed above to provide the services identified in the RFQ.

Holtz Consulting Engineers, Inc., EAC Consultant, C Solutions and CES are qualified as minority/woman owned businesses. Holtz Consulting Engineers, Inc., Brown and Caldwell, CES Consultant and Chen Moore and Associates are located in Palm Beach County, EAC Consulting is located in Dade County and C Solution is located in Broward 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 six (6) ranked firms be recommended to provide Continuing Engineering services for the District.

CC:

Purchasing File