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**CITY OF RIVIERA BEACH – MEMORANDUM**

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**TO:** RANDY SHERMAN, FINANCE DIRECTOR

**THROUGH:** ALTHEA PEMSEL, PROCUREMENT DIRECTOR *AP*

**FROM:** GLENDORA WILLIAMS, BUYER *GW*

**DATE:** FEBRUARY 22, 2021

**SUBJECT: RECOMMENDATION: RFP 1010-21-1 IMPACT FEE STUDY**

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**Background:**

Solicitation Requested By: Finance Department  
Drafted By: Finance and Procurement

Consistent with the City of Riviera Beach **Code of Ordinance (MUNICODE Section 16.5)**, a Request for Proposal (RFP) was advertised in the “**Legal Notices**” section of the Palm Beach Post on **October 11, 2020**, to solicit a firm for Impact Fee Study Services for the City of Riviera Beach.

To provide additional exposure and to ensure maximum competition for the project, it was also advertised on the City’s internet web page on **October 7, 2020**. The solicitation was broadcasted and three (3) proposals were received from respondents within Florida.

**Proposers/Respondents/Bidders:**

<b>FIRM</b>	<b>Location</b>	<b>S/W/MBE Responses</b>	<b>Type of Work and Percentage for S/W/MBE</b>
Raftelis	Maitland, FL	SBE – 0% WBE – 0% MBE – 0%	N/A
MGT Consulting Group	Tampa, FL	SBE – 50% WBE – 0% MBE – 0%	50%
Tindale Oliver	Tampa, FL	SBE – 0% WBE – 0% MBE – 0%	N/A

### Evaluation Committee:

On February 10, 2021 an evaluation committee meeting was held with the team below.

<b>Committee Member</b>	<b>Department</b>
Terrence Bailey, Interim Public Works Director	Public Works
John Curd, Fire Chief	Fire
Nathan Osgood, Police Chief	Police
Richard Blankenship, Parks & Recreation Director	Parks & Recreation
Rodney Freeman, Library Director	Library

Firms were evaluated and ranked based on the criteria established in the City's RFP. Scores for the written proposal (**Phase 1**) were tallied, and based upon a measure of average score, the firms ranked as follows:

<b>FIRM</b>	<b>SHORTLIST</b>	<b>AVERAGE SCORE</b>
MGT Consulting	1	74.00
Tindale Oliver	2	68.60
Raftelis	3	59.00

The evaluation process has validated that the proposal submitted by MGT Consulting satisfies the requirements established in the RFP and that the firm is qualified to be awarded the contract for the services identified in RFP #1010-21-1.

MGT Consulting is a national firm that specializes in providing Impact Fee Study services and have substantial experience in providing the types of services required by the City.

Accordingly, and consistent with the provisions of the solicitation, it is the consensus of the evaluation committee that the number one (1) ranked firm, MGT Consulting be recommended to provide Impact Fee Study services for the City of Riviera Beach.

Attachments

"The Best Waterfront City in Which to Live, Work And Play."

