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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:** JULY 1, 2021

**SUBJECT: RECOMMENDATION: RFP 1031-21-3 PARKING CONSULTANT SERVICES**

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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 on DemandStar on May 5, 2021 to solicit a firm for Parking Consultant Services for the City of Riviera Beach.

The solicitation was broadcasted and four (4) 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>
Desman	Ft. Lauderdale, FL	SBE – 100% WBE – 0% MBE – 100%	100%
THA Consulting	Miami, FL	SBE – 0% WBE – 0% MBE – 0%	0%
Walker Consultants	Tampa, FL	SBE – 0% WBE – 0% MBE – 0%	0%
WGI, Inc.	West Palm Beach, FL	SBE – 15% WBE – 0% MBE – 0%	15%

## Evaluation Committee:

On June 24, 2021 an evaluation committee meeting was held with the team below.

<b>Committee Member</b>	<b>Department</b>
Randy Sherman, Finance Director	Finance
Deidre Jacobs, Assistant City Manager	Administration
Clarence Sirmons, Developmental Services Director	Developmental Services
Richard Blankenship, Parks & Recreation Director	Parks & Recreation

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>SCORE</b>
Desman Design Management	1	313.00
WGI, Inc.	2	305.00
Walker Consultants	3	290.00
Tha Consulting, Inc.	4	289.00

The evaluation process has validated that the proposal submitted by Desman Design Management satisfies the requirements established in the RFP and that the firm is qualified to be awarded the contract for the services identified in RFP #1031-21-3.

Desman Design Management is a national firm that specializes in providing Parking Consultant 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, Desman Design Management be recommended to provide Parking Consultant services for the City of Riviera Beach.

Attachments

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

