

TO: RANDY SHERMAN, DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES

THROUGH: DEAN MEALY, PURCHASING MANAGER 

FROM: PAMELA DALEY, SENIOR PROCUREMENT SPECIALIST 

DATE: MARCH 29, 2016

SUBJECT: AWARD RECOMMENDATION: RFP 580-15 PARKING CONSULTANT SERVICES

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 **December 27, 2015**, to solicit licensed and insured Consultants to provide Parking Consultant Services for the City of Riviera Beach and the City of Riviera Beach Community Redevelopment Agency.

To provide additional exposure and to ensure maximum competition for the project, it was also advertised on the City’s internet web-page on **December 28, 2015**. Three (3) proposals were received.

On **February 23, 2016**, an evaluation committee consisting of the Deputy City Manager, Director of Finance and Administrative Services, City Engineer, Principal Planner, CRA Director of Planning and Development and Senior Procurement Specialist, convened to review and discuss the responses to the RFP.

Written submittals were evaluated and ranked based on the criteria established in the City’s RFP which included the following:

Evaluation Criteria – Phase I	Possible Points
Quality and Extent of Experience	65 points
Approach	60 points
M/WBE PARTICIPATION	15 points
Location	10 points
TOTAL POSSIBLE SCORE	150 POINTS

EVALUATION COMMITTEE RECOMMENDATION: RFP 580-15

Committee members shared their observations, and evaluated and scored the responses in accordance with their understanding of the written criteria established in the public solicitation.

Scores for the written proposals were tallied, by the Purchasing and based upon a measure of average score, the firms ranked as follows:

FIRM	RANKING	AVERAGE SCORE
Desman Design Management	1	105.80
Tim Haahs	2	90.00
Walker Parking Consultants	3	88.60

The Committee consensus is that Desman Design Management, satisfy the requirements established in the RFP and that the company is qualified to be awarded the contract for the services identified in RFP 580-15.

The firm has substantial experience in providing the types of services required by the City. Desman Design Management is a national firm with a local office in Ft Lauderdale, Florida, and two subcontractors in Palm Beach County that specializes in providing Parking Consultant Services.

**Additionally, the Purchasing Department has verified the following references:
(Please see attachments)**

FIRM	NATURE OF PROJECT	RATING
Lansing Township DDA, Lansing, MI		
Miami Parking Authority, Miami, FL		
Pompano Beach Community Redevelopment Agency		

For your records, we are enclosing copies of all confirmed references as well as all other documents used to determine the submitter's responsibility.

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

RFP #580-15 PARKING CONSULTANT SERVICES

WRITTEN SCORES

Desman Design Management	Points Allowed	1	2	3	4	5	Average
Quality and Extent of Experience Criteria	65		63	65	65	65	
Approach Criteria	60		59	60	58	58	
M/WBE Owned	15		5	5	5	5	
Location	10		4	4	4	4	
WRITTEN TOTAL	150		131	134	132	132	105.80
Possible Bonus Points	15						

Walker Parking Consultants/Engineers	Points Allowed	1	2	3	4	5	Average
Quality and Extent of Experience Criteria	65		58	44	59	55	
Approach Criteria	60		49	42	50	50	
M/WBE Owned	15		5	5	5	5	
Location	10		4	4	4	4	
WRITTEN TOTAL	150		116	95	118	114	88.6
Possible Bonus Points	15						

Tim Haahs	Points Allowed	1	2	3	4	5	Average
Quality and Extent of Experience Criteria	65		47	61	60	52	
Approach Criteria	60		47	49	51	47	
M/WBE Owned	15		5	5	5	5	
Location	10		4	4	4	4	
WRITTEN TOTAL	150		103	119	120	108	90
Possible Bonus Points	15						

RFP 580-15 PARKING CONSULTING SERVICES
 CLOSED: FRIDAY, JANUARY 29, 2016 @ 1:00 PM

TABULATION SHEET

DESCRIPTION	Tim Haahs 40 NW 3rd Street, Ste. #1102 Miami, FL 33128	Walker Parking Consultants/Engineers, Inc. 4904 Eisenhower Blvd., Ste. 150 Tampa, FL 33634	DESMAN Design Management 2881 E. Oakland Park Blvd., Ste. 209 Ft. Lauderdale, FL 33306
Number/Type of Copies Submitted:	Eight (8) Hard Copies Five (5) Electronic	Eight (8) Hard Copies Five (5) Electronic	Eight (8) Hard Copies Five (5) Electronic
Comments			