

CITY OF RIVIERA BEACH
PURCHASING DEPARTMENT
COMMUNICATION
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RIVIERA BEACH, FLORIDA 33404
INTER-DEPARTMENTAL

TO: RANDY SHERMAN, DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES

THROUGH: DEAN MEALY, INTERIM PURCHASING MANAGER

FROM: RANDY WOOD, CONTRACT ADMINISTRATOR



DATE: July 19, 2016

**Subject: AWARD RECOMMENDATION ON RFQ 756-16 FOR DESIGN CRITERIA
CONSULTANT FOR DEVELOPMENT OF PUBLIC LIBRARY DESIGN CRITERIA PACKAGE**

Consistent with the City of Riviera Beach **Code of Ordinance (MUNICODE Section 16.5)**, a Request for Qualifications (RFQ) was advertised in the "**Legal Notices**" section of the Palm Beach Post on **May 01, 2016**, to solicit qualified proposers for Design Criteria Professionals, licensed to practice in the State of Florida, interested in preparing a Design Criteria Package for the construction of a new City Library. To provide additional exposure and to ensure maximum competition for the project, it was also advertised on the City's internet web-page on **May 02, 2016**. Two (2) proposals were received.

On **June 21, 2016**, an evaluation committee consisting of the following convened to review the responses to the RFQ for services of a Design Criteria Professional, licensed to practice in the State of Florida

- Ms. Cobb, Library Director
- Brynt Johnson, Director of Public Works
- Randy Sherman, Director of Finance & Administrative Services
- DeAndrae Spradley, Principal Planner, Community Development
- Monty Greene

Firms were evaluated and ranked based on the criteria established in the City's RFQ, as follows:

Evaluation Criteria	Possible Points
Company/Firms Qualifications and capabilities:	35 points
Experience of Staff:	30 points
Past Projects	20 points
Project Understanding:	20 points
Litigation:	15 points
Local Vendor	15 points
SBE or M/WBE Participation	15 points
Total Available Points for Written Submittal	150 POINTS
Possible Bonus Points Total qualified business participation as outlined in Ordinance No. 4010, Section 10-302	15 points
Total W/Bonus Points	165 POINTS

SONG & ASSOCIATES, INC.						Written Average	BEA ARCHITECTS, INC.					Written Average
Member	1	2	3	4	5		1	2	3	4	5	
COMPANY/FIRM QUALIFICATIONS AND CAPABILITIES- (35 points)	28	22	25	30	25	26	35	31	30	21	35	30.4
EXPERIENCE OF STAFF- (30 points)	25	20	20	20	20	21	30	26	28	24	30	27.5
PAST EXPERIENCE (20 points)	15	17	20	18	15	17	20	17	20	12	20	17.8
PROJECT UNDERSTANDING (20 points)	15	18	20	18	20	18.2	20	17	20	12	18	17.4
LITIGATION (15 points) State whether you have been involved in any litigation in the last five (5) years or is there any pending litigation arising out of your performance.	15	15	15	15	15	15	15	15	15	15	15	15
Principal Office Location and Local Location Within: Riviera Beach -15 PTS. Palm Beach County - 10 PTS. Florida - 5 PTS. Outside Florida - 0 PTS.	10	10	10	10	10	10	5	5	5	5	5	5
SBE OR M/WBE OWNED (15 points) Meet or Exceeds 15% participation - 10 PTS. < 15% participation - 0 PTS.	15	15	15	15	15	15	15	15	15	15	15	15
TOTAL WRITTEN 160 PTS. MAX.	123	117	125	126	120	122.2	140	126	133	104	138	128.2
POSSIBLE BONUS POINTS: Total qualified business participation as outlined in Ordinance No. 4010, Section 10-302 (PLEASE REFER TO APPENDIX) - 15 PTS. MAX	15	15	15	15	15	15	15	15	15	15	15	15
TOTAL W/BONUS POINTS PTS. MAX.	138.0	132.0	140.0	141.0	135.0	137.2	155.0	141.0	148.0	119.0	153.0	143.2
OVERALL TOTAL												