



**CITY MANAGER'S REPORT AGENDA ITEM REQUEST
FINANCE DEPARTMENT**

TO: Ed Lavallee, City Manager *Ed Lavallee*
THROUGH: Walter Pierce, Finance Director *Walter Pierce*
FROM: Peter Boers, Procurement Manager *Peter Boers*
DATE: August 26, 2016
MEETING DATE: September 13, 2016
SUBJECT: **Approval of Continuing Contracts for RFQ 3033-16 Coastal Engineering / Professional Engineering Services**

Background:

At the request of the Engineering Department, Procurement has solicited a Request for Qualifications (RFQ) for Coastal Engineering / Professional Engineering Services in accordance with Chapter 287.055 Florida Statutes, the Consultants' Competitive Negotiation Act (CCNA).

On July 12, 2016, five (5) proposals were received. All the proposals were deemed "responsive" to the requirements of the request for qualifications. On July 27, 2016 the evaluation review committee met to review, discuss, and score the proposals. The proposing firms were ranked, and a recommendation of award to the top three (3) ranked firms was posted on July 27, 2016.

Staff has negotiated continuing contracts with the top three (3) ranked firms: Atkins North America, Inc., CB&I Environmental and Infrastructure, Inc., and Taylor Engineering, Inc. with no guarantee of contract amount, for an initial term of three (3) years with the option for two (2) one-year renewals. Separate Work Assignments (WA) will be issued for each project.

Requested Action:

Approval of Continuing Contracts for RFQ 3033-16 Coastal Engineering / Professional Engineering Services with the top three (3) ranked firms for an initial term of three (3) years with the option for two (2) one-year renewal periods.

City Attorney Review:

The City Attorney has reviewed and approved this agreement.

Risk Management Review:

The Risk Manager has reviewed this agreement and finds no risk management objections.

Funds Availability (account number):

Funds appropriated in department account for fiscal year 2016

Cc: Kathleen Weeden, City Engineer

Attachments



"City on the Gulf"

CITY OF VENICE

401 W. Venice Avenue

Venice, FL. 34285

NOTICE OF ACTION

REQUEST FOR QUALIFICATIONS (RFQ) # 3033-16

RFQ TITLE: ENGINEER OF RECORD – Coastal Engineering


SUBMITTAL DEADLINE: 07/12/2016

SUBJECT: NOTICE OF RECOMMENDED AWARD

Based on Evaluation Committee's review of proposals on July 27, 2016. The City of Venice (City) has ranked proposers responding to the above referenced RFQ as follows:

Firm	Sum of Rankings	Rank
CB&I Environmental and Infrastructure, Inc.	3	1
Taylor Engineering, Inc.	5	2
Atkins North America, Inc.	9	3
Applied Technology & Management, Inc.	13	4
Humiston & Moore Engineers	13	4

It is the City's intent to initiate contract negotiations with the top 3 ranked firms (**in bold font above**). Upon completion of negotiations a contract will be submitted to the Venice City Council.

By: 
Peter A. Boers, Procurement Manager

Date: 07/27/2016

RFQ 3033-16
Summary Score Sheet

Firm	Eval 1	Rank 1	Eval 2	Rank 2	Eval 3	Rank 3	SUM Rank	Rank	total pts.
Atkins North America, Inc.	16	3	14	3	14	3	9	3	44
Applied Technology & Management, Inc.	16	3	10	5	12	5	13	4	38
CB&I Environmental and Infrastructure, Inc.	20	1	19	1	19	1	3	1	58
Humiston & Moore Engineers	13	5	12	4	13	4	13	4	38
Taylor Engineering, Inc.	20	1	18	2	18	2	5	2	56

	Project Team Organization Chart, Resumes, and Key Personnel Experience – 40% 8 points	Project Team Experience with Governments of similar size to the City – 30% 6 points	Ability to Perform the Services expeditiously. Location and availability of Firm – 20% 4 points	Completeness of RFQ submittal –10% 2 points	TOTAL POINTS
Atkins North America, Inc.	6	4	3 4	2	16
Applied Technology & Management, Inc.	7	4	3	2	16
CB&I Environmental and Infrastructure, Inc.	8	6	4	2	20
Humiston & Moore Engineers	5	4	3	1	13
Taylor Engineering, Inc.	8	6	4	2	20

EVAL #1

	Project Team Organization Chart, Resumes, and Key Personnel Experience – 40% 8 points	Project Team Experience with Governments of similar size to the City – 30% 6 points	Ability to Perform the Services expeditiously. Location and availability of Firm – 20% 4 points	Completeness of RFQ submittal –10% 2 points	TOTAL POINTS
Atkins North America, Inc.	5	4	4	1	14
Applied Technology & Management, Inc.	4	3	2	1	10
CB&I Environmental and Infrastructure, Inc.	8	6	3	2	19
Humiston & Moore Engineers	6	3	2	1	12
Taylor Engineering, Inc.	8	6	3	1	18

EVAL #2

20 Points Total

	Project Team Organization Chart, Resumes, and Key Personnel Experience – 40% 8 points	Project Team Experience with Governments of similar size to the City – 30% 6 points	Ability to Perform the Services expeditiously. Location and availability of Firm – 20% 4 points	Completeness of RFQ submittal –10% 2 points	TOTAL POINTS
Atkins North America, Inc.	6	4	3	1	14
Applied Technology & Management, Inc.	5	4	2	1	12
CB&I Environmental and Infrastructure, Inc.	7	6	4	2	19
Humiston & Moore Engineers	5	5	2	1	13
Taylor Engineering, Inc.	8	4	4	2	18

EVAL #3