



**CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING**

#14-0555

TO: Honorable Mayor & Members of the
Fort Lauderdale City Commission

FROM: Lee R. Feldman, ICMA-CM, City Manager

DATE: May 20, 2014

TITLE: Motion to approve final ranking and commencement of contract negotiations for survey and mapping consulting services - Request for Qualifications (RFQ) 246-11375 – Consultants Competitive Negotiations Act (CCNA)

Recommendation

It is recommended that the City Commission approve final ranking and commencement of contract negotiations for survey and mapping consulting services with the three top ranked proposers; 1) Keith and Schnars, P.A. 2) Craven, Thompson & Associates, Inc. and 3) Calvin, Giordano & Associates, Inc., and that the City Commission certify all three proposers as qualified pursuant to law and the City's regulations, and find that all three proposers are fully qualified to render the required service.

Background

The City solicited consulting engineering firms to provide surveying and mapping services for various City of Fort Lauderdale projects. The scopes of projects may include, but are not limited to, surveying and mapping for roadways, park and recreation facilities, parking garages, maintenance buildings, utility pipelines, underground utilities, bridges and any other City owned property where survey and mapping information would be required.

The solicitation process timeline included the following:

- February 2014 - Request for Proposal 246-11375 was opened with five proposals received. Proposals were received from; Calvin Giordano & Associates, Inc.; Cardno TBE; Craven Thompson & Associates; Keith and Schnars, P.A.; and Marlin Engineering, Inc.
- March 2014 -The evaluation committee, consisting of Alex Scheffer – Senior Project Manager, Michael Donaldson – Surveyor, and Jon Stahl – Geographic Information Systems Specialist met with James Hemphill - Sr. Procurement

Specialist, to evaluate and rank the proposers. The evaluation was based on the following criteria: Qualifications of firm including years of experience, licensing, and insurance; current and previous Minority Women-Owned Business Enterprise (M/WBE) participation efforts; qualifications of project teams including personnel assigned to work on various projects, project managers, sub-consultants; approach to scope of work (including planned M/WBE participation efforts); and previously completed similar projects/ References.

As a result of the evaluation, the committee ranked the following three firms to be shortlisted for oral presentations:

- Calvin, Giordano & Associates, Inc.
 - Craven, Thompson & Associates, Inc.
 - Keith and Schnars, P.A.
- April 2014 – Each firm was invited to make an oral presentation to the evaluation committee. After the presentations were completed, the committee ranked the proposals based on the evaluation criteria and oral presentations.

		Calvin, Giordano & Associates, Inc.	Craven, Thompson & Associates, Inc.	Keith and Schnars, P.A.
EVALUATION CRITERIA		RANK	RANK	RANK
Qualifications of firm including years of experience, licenses, Insurance, current and previous M/WBE participation efforts, and other pertinent information	25%	3	2	1
Qualification of Project Team including personnel assigned to work on various projects, project managers, sub-consultants, joint ventures and M/WBE participation efforts	25%	3	2	1
Approach to Scope of Work (including planned M/WBE participation efforts)	25%	3	2	1.3
Previous Similar Projects; References	25%	3	2	2.3
Overall Ranking		3	2	1

During the review and comparison process, the local business preference of 5% was granted to Calvin, Giordano & Associates, Inc. and 7.5% was granted to both Craven, Thompson & Associates, Inc., as well as, Keith and Schnars, P.A. This local business preference was incorporated into the rankings. The committee ranked Keith and Schnars, P.A. first, Craven, Thompson & Associates, Inc. second, and Calvin, Giordano & Associates, Inc. third.

Staff is requesting approval to negotiate contracts with all three firms for these services.

Resource Impact

There is no fiscal impact to the City for this item.

Strategic Connections:

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within the Public Safety Cylinders of Excellence, specifically advancing:

- Goal 1: Be a pedestrian friendly, multi-modal City.
- Goal 2: Be a sustainable and resilient community.

This item advances the *Fast Forward Fort Lauderdale 2035 Vision Plan: We Are Community*.

Attachments

Exhibit 1 – Evaluation Tabulation 246-11375

Exhibit 2 – Keith and Schnars, P.A. Proposal

Exhibit 3 – Craven, Thompson & Associates, Inc. Proposal

Exhibit 4 – Calvin, Giordano & Associates, Inc. Proposal

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Department Director: Hardeep Anand, P.E., Public Works