



MEMORANDUM

To: Honorable Mayor and Town Council
From: Rafael G. Casals, Town Manager
Date: January 20, 2016
Re: Award of Request for Qualifications (RFQ) #15-11:
Safe Routes to School Design Services

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, SELECTING KIMLEY-HORN AND ASSOCIATES, INC. TO PROVIDE PROFESSIONAL SERVICES FOR SAFE ROUTES TO SCHOOL DESIGN SERVICES; AUTHORIZING THE TOWN MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

The Town Council adopted Resolution# 15-62, authorizing staff to issue a Request for Qualifications (RFQ #15-11), to identify the best available consultants to provide Professional Services to the Town, (*Attachment "A"*). The selected consultants will provide the Town professional engineering services in Safe Routes to School Design Services, as outlined in RFQ # 15-11.

This RFQ was advertised on September 28, 2015 in the Daily Business Review, (*Attachment "B"*). A "Mandatory" pre-bid meeting was held on October 20, 2015, at Town Hall, Council Chambers. In attendance there were eight (8) individuals representing seven (7) potential bidders, (*Attachment "C"*). The RFQ was due on November 12, 2015, at which time the Town received three (3) sealed proposals, (*Attachment "D"*).

A Selection Committee was established by the Town Manager, which included the Public Works Director, Planning & Zoning Director, and Grants Coordinator, (*Attachment "E"*). Individual Committee members performed preliminary screening and reviewed each of the three (3) bid submittals. The evaluation criteria for the Selection Committee were established by RFQ #15-11.





Each Committee member awarded points in each scoring category, outlined in the RFQ. Based on the Committee’s short list rankings, two (2) firms were selected to perform Oral Presentations; December 8, 2015 at Town Hall. Each of the selected short-list firms, were allowed thirty (30) minutes, to complete their firms oral presentations, before the Town’s Selection Committee.

After the oral presentations, the members of the Committee scored each firm’s presentation individually consistent with the requirements set forth in the RFQ. Thereafter, the presentation and proposal scores were calculated to determine the ranked firm, (*Attachment “F”*).

The firm receiving the highest total ranking (presentation (25%) and proposal (75%)) from the Committee was Kimley-Horn and Associates, Inc., (*Attachment “G”*).

The Selection Committee’s “final” rankings and total scores from the presentation is as follows:

<u>FIRM</u>	<u>COMBINED SCORE</u>
Kimley-Horn and Associates, Inc.	96.50
R.J. Behar & Company, Inc.	94.33

RECOMMENDATION

We recommend approval of the attached Resolution containing the Selection Committee’s recommendations and authorization for the Town Manager or his designee to negotiate a Professional Services Agreement (PSA) with Kimley-Horn and Associates, Inc., for RFQ #15-11 Safe Routes to School Design Services.

ATTACHMENTS

- Attachment A – RFQ # 15-11 – Safe Routes to School
- Attachment B – Daily Business Review Advertisement
- Attachment C – Mandatory Pre-Bid Meeting Sign-in Sheet
- Attachment D – Sealed Proposals
- Attachment E – Selection Committee Appointment Memorandum
- Attachment F – Selection Committee Proposal Review and Short-Listing Memorandum
- Attachment G – Kimley-Horn and Associates, Inc. Bid Submittal

