



Rafael G. Casals
Town Manager

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: January 20, 2016

Re: Award of Request for Qualifications (RFQ) #15-12:
HVAC Equipment and Controls (Design, Bidding and Construction Management Services)

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, SELECTING TLC ENGINEERING FOR ARCHITECTURE, INC. TO PROVIDE PROFESSIONAL SERVICES FOR HVAC EQUIPMENT AND CONTROLS (DESIGN, BIDDING, AND CONSTRUCTION MANAGEMENT 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 #15-54, authorizing staff to issue a Request for Qualifications (RFQ #15-12), to identify the best available consultants to provide Professional Engineering Services to the Town. (*Attachment "A"*). The selected consultants will provide the Town professional engineering services in HVAC Equipment and Controls (Design, Bidding and Construction Management Services), as outlined in RFQ #15-12.

This RFQ was advertised on September 18, 2015 in the Daily Business Review, (*Attachment "B"*). A "Mandatory" pre-bid meeting was held on October 6, 2015, at Town Hall, Council Chambers. In attendance there were six (6) individuals representing five (5) potential bidders, (*Attachment "C"*). The RFQ was due on November 5, 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 Stormwater Utility Manager (*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 # 15-12.





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 3, 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 TLC Engineering for Architecture, 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>
TLC Engineering for Architecture, Inc.	88.50
Wolfberg Alvarez & Partners	79.08

The selected firm’s submittal package is included as (*Attachment “H”*), for your review.

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 TLC Engineering for Architecture, Inc.

ATTACHMENTS

- Attachment A – RFQ # 15-12 – HVAC Equipment and Controls
- Attachment B – Daily Business Review Advertisement
- Attachment C – Mandatory Pre-Bid Meeting Sign-in Sheet
- Attachment D – Submitted Proposals
- Attachment E – Selection Committee Appointment Memorandum
- Attachment F – Selection Committee Proposal Review and Short-Listing Memorandum
- Attachment G – Selection Committee’s Recommendation Memorandum
- Attachment H – TLC Engineering for Architecture, Inc. Bid Submittal

