



## Memorandum

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**File #:** Item # 2020-48, **Version:** 1

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# MEMORANDUM

**To:** Honorable Mayor and Town Council  
**From:** Rafael G. Casals, ICMA-CM, CFM, Town Manager  
**Date:** March 18, 2020  
**Re:** Award of RFQ No. 19-10: Professional Engineering Services

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## REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, RELATING TO PROFESSIONAL SERVICES; APPROVING THE QUALIFICATIONS OF THE FIRMS TO PROVIDE PROFESSIONAL ENGINEERING SERVICES TO THE TOWN; AUTHORIZING THE TOWN MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH SUCH QUALIFYING FIRMS; AND PROVIDING FOR AN EFFECTIVE DATE.**

## BACKGROUND AND ANALYSIS

On September 18, 2019, the Town of Cutler Bay (the "Town") issued Request for Qualifications ("RFQ") No. 19-10: Professional Engineering Services. The RFQ was advertised in a newspaper of general circulation (*Attachment "A"*), which complies with the Town's Code Chapter 24, Article II. A Mandatory Pre-Bid Meeting was held on November 5, 2019 at 10:00 AM, at which time twenty-two (22) potential bidders were in attendance (*Attachment "B"*). The RFQ had a due date and time of November 22, 2019 at 11:00 AM. The Town received fifteen (15) sealed qualification packages from potential consultants which, were publicly opened at Town Hall (*Attachment "C"*).

A Selection Committee was chosen by the Town Manager, which included the Public Works Director, Parks and Recreation Director, and Stormwater Utility Manager (*Attachment "D"*). Individual Committee members performed a preliminary screening and reviewed each of the fifteen (15) bid submittals. The evaluation criteria for the Selection Committee were established by RFQ No. 19-10. Each Committee member awarded points for each scoring category, outlined in the RFQ. Based on the Committee's short list rankings, five (5) firms were selected to perform Oral Presentations on January 13, 2020 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 each Oral Presentation, the members of the Committee scored the firms' presentation individually, consistent with the requirements set forth in the RFQ. Thereafter, the presentation and proposal scores were calculated to determine the three (3) top ranked firms. (*Attachment "E"*)

The firms receiving the highest total ranking [presentation (25%) and proposal (75%)] from the Committee were Stantec Consulting Services, Inc., Kimley-Horn and Associates, Inc., and SRS Engineering, Inc. (*Attachments F.1, F.2, and F.3*).

The Selection Committee's "final" rankings and total scores from the presentation is as follows:

<b><u>FIRM</u></b>	<b><u>COMBINED SCORE</u></b>
Stantec Consulting Services, Inc.	98.917
Kimley-Horn and Associates, Inc.	98.25
SRS Engineering, Inc.	96.604

## **RECOMMENDATION**

Town staff recommends that the attached Resolution be adopted, authorizing the Town Manager to issue a purchase order to negotiate a Professional Services Agreement (PSA) with the top three (3) ranked selected firms: Stantec Consulting Services, Inc., Kimley-Horn and Associates, Inc., SRS Engineering, Inc.

## **ATTACHMENT(S)**

- Attachment "A" - RFQ 19-10 Daily Business Review Advertisement (*dated October 19, 2019*)
- Attachment "B" - RFQ 19-10 Pre-Bid Meeting Sign in Sheet (*dated November 5, 2019*)
- Attachment "C" - RFQ 19-10 Summery of Bid Opening (*dated November 22, 2019*)
- Attachment "D" - RFQ 19-10 Selection Committee Appointment Memorandum  
(*dated November 25, 2019*)
- Attachment "E" - Selection Committee Proposal Review and Short-Listing Memorandum
- Attachment "F.1" - Stantec Consulting Services, Inc. Submittal (*dated November 22, 2019*)
- Attachment "F.2" - Kimley-Horn and Associates, Inc. Submittal (*dated November 22, 2019*)
- Attachment "F.3" - SRS Engineering, Inc. Submittal (*dated November 22, 2019*)