



Item No. 4

**CITY OF RIVIERA BEACH DISTRICT BOARD
AGENDA ITEM SUMMARY**

MEETING DATE: AUGUST 17, 2011

AGENDA ITEM SUMMARY NO. J11-082-4

- | | |
|---|--|
| <input type="checkbox"/> AWARDS / PRESENTATIONS / PETITIONS | <input checked="" type="checkbox"/> REGULAR |
| <input type="checkbox"/> CONSENT | <input checked="" type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> DISCUSSION & DELIBERATION |
| <input type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> BOARD APPOINTMENT |
| <input type="checkbox"/> ORDINANCE ON FIRST HEARING | <input type="checkbox"/> WORKSHOP |

TITLE/SUBJECT: AUTHORIZATION TO NEGOTIATE A CONTRACT FOR THE WATER/WASTEWATER MASTER PLAN FOR THE CITY OF RIVIERA BEACH UTILITY DISTRICT, RFQ NO. 299-11, WITH HAZEN & SAWYER, P.C. OF BOCA RATON, FLORIDA.

RECOMMENDATION / MOTION: A recommendation that the Utility District Board authorize staff to negotiate a contract with Hazen & Sawyer, P.C., an Environmental Engineers & Scientists Firm, with an office in Boca Raton, Florida. This firm was selected by an evaluation committee as the top ranked firm from the three (3) short-listed firms, to provide professional engineering services to develop the Utility Special District Water/Wastewater Master Plan as identified in the City's RFQ No. 299-11.

DEPARTMENTAL APPROVAL REVIEW & DATE

◆City Manager <i>[Signature]</i>	Library
◆District Attorney <i>PHM 8/15/11</i>	Marina
◆District Clerk <i>[Signature]</i>	Police
Community Development <i>MMK 8-11</i>	Public Works
◆District Interim Finance Director <i>[Signature]</i>	◆Purchasing <i>BU 8-8-2011</i>
Fire	Recreation & Parks
Human Resources	◆Utility Special District <i>[Signature]</i>
Information Systems	Other

APPROVED BY UTILITY DISTRICT DIRECTOR *[Signature]* DATE: AUG 08 2011

Originator: <i>les</i> UTILITY SPECIAL DISTRICT	Costs: \$ None at this time Current FY: <u>2010-2011</u>	District Board Actions: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved w/conditions <input type="checkbox"/> Denied _____ <input type="checkbox"/> Tabled to _____ <input type="checkbox"/> Referred to staff _____
User: <i>les</i> UTILITY SPECIAL DISTRICT		
Advertised: Date: <u>May 15, 2011</u> Paper: The Palm Beach Post <input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required Affected Parties <input checked="" type="checkbox"/> Notified <input type="checkbox"/> Not Required	Funding Source: <input checked="" type="checkbox"/> Capital Improvement <input type="checkbox"/> Operating <input type="checkbox"/> Other: _____ Budget Account Number: N/A	Attachments: 1. Resolution 2. Committee Report/ Recommendation by Mr. Benjamin Guy, Purchasing Director dated August 5, 2011.

SUMMARY: In accordance with Florida Statutes Chapter 287.055, known as the "Consultants Competitive Negotiations Act" (CCNA), and the City of Riviera Beach Procurement Code, a Request for Qualifications (RFQ) was advertised in the "Legal Notices" section of the Palm Beach Post on May 15, 2011 to solicit qualified professional engineering consultants for the development of a Water/Wastewater Master Plan to define the short and long range planning needs, operational and maintenance issues that impact the City of Riviera Beach Utility District.

BACKGROUND: Six (6) firms submitted proposals. Proposals were publicly opened and announced on June 22, 2011 at 3:30 p.m. in the Council Chambers (Please Refer to attached Tabulation).

On July 19, 2011, an evaluation committee consisting of the City of Riviera Beach Utility District Executive Director, Interim Public Works Director, Utility District Engineer, Water Plant Superintendent, Palm Beach County Deputy Utilities Director, and Purchasing Director convened to review and discuss the responses to the City's RFQ for development of a Water/Wastewater Master Plan. Also, Mr. Alan W. Russell, Director of Contract Oversight from the Inspector General's Office was in attendance as an observer of the evaluation process.

The firms were evaluated and ranked based on the criteria established in the City's RFQ which included the following considerations:

1. Experience of firms and staff with similar projects (as noted herein) for governmental and private clients.
2. Names and qualifications of those persons that will be assigned to work with or consult with the CITY of this project.
3. Statement of local availability and degree of accessibility to the City relative to this project.
4. Statement of firm's ability to provide services during the construction phase.
5. References (at least five references, preferably South Florida governmental agencies.). Reference to include agency, type of project, contact person, address and telephone number.
6. W/MBE utilization and participation (Schedules 1 and 2)
7. Anticipated amount of assigned projects to be performed by consultant's staff.

After committee members had an opportunity to review each of the six (6) proposals received, the committee members met and discussed the particulars of each. The committee members shared their observations and evaluated and scored each response in accordance with their understanding of the evaluation criteria established in the City's public solicitation.

Scores for written presentations were tallied by the Purchasing Department and based upon a measure of average scores, the following firms were short-listed:

FIRM	RANKING	TOTAL AVERAGE SCORE OUT OF 125 POINTS
HAZEN & SAWYER	1	107.8
AECOM	2	97.2
CDM	3	90.0

On August 2, 2011, the three (3) short-listed firms were invited to give oral presentations before the committee to discuss their experience of firms and staff with similar projects, qualifications of those persons that will be assigned to work with or consult with the Utility District on this project, availability and degree of accessibility to the Utility District relative to this project, and anticipate amount of assigned projects to be performed by consultant's while assigned to this project.

Committee members evaluated each oral presentation and scored each according to *interaction, presentation and ability to communicate technical information*. Finally, total average scores for both written proposals and oral presentations were combined and tallied. Accordingly, the committee ranks the short-listed firms as follows:

FIRM	RANKING	TOTAL OVERALL AVERAGE SCORE Including oral interviews out of 150 points
HAZEN & SAWYER	1	130.8
AECOM	2	119.6
CDM	3	114.8

The Committee's consensus scoring rates the top firms to provide the services identified in the City's RFQ as Hazen & Sawyer, P.C., an Environmental Engineers & Scientists firm with an office in Boca Raton, Florida. The firm has substantial experience in providing the types of services identified in the City's RFQ. In fact, the company has been awarded various contracts for a variety of projects with local municipalities throughout South Florida with several notable projects in Palm Beach County. (See attached Evaluation Committee Report)

It is the majority consensus of the evaluation committee that the top ranked firm, Hazen & Sawyer, P.C., is recommended to develop a Water/Wastewater Master Plan for the City of Riviera Beach Utility District.

Agenda Item Summary No. J11-082-~~4~~

Background/Summary, Continued

Award Recommendation: RFQ No. 299-11 Water/Wastewater Master Plan

August 17, 2011

Page 4

Accordingly, and consistent with the requirements of the solicitation, it is the consensus recommendation of the evaluation committee that the top ranked firm be recommended to the District Board of Directors to begin negotiation to provide Engineering Services for the development of a Water/Wastewater Master Plan for the City of Riviera Beach Utility District.

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF RIVIERA BEACH UTILITY SPECIAL DISTRICT, PALM BEACH COUNTY, FLORIDA, ACCEPTING THE RECOMMENDATION OF THE EVALUATION COMMITTEE AND DISTRICT STAFF, TO NEGOTIATE A CONTRACT WITH HAZEN & SAWYER, P.C., AN ENVIRONMENTAL ENGINEERS & SCIENTISTS FIRM OF BOCA RATON, FLORIDA, TO PROVIDE PROFESSIONAL ENGINEERING SERVICES TO DEVELOP THE UTILITY SPECIAL DISTRICT WATER/WASTEWATER MASTER PLAN AS IDENTIFIED IN THE CITY'S RFQ NO. 299-11; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in accordance with the City of Riviera Beach Procurement Code, Request for Qualifications were advertised in the "Legal Notices" Section of The Palm Beach Post on May 15, 2011 to solicit qualified professional engineering consultants to the development of a Water/Wastewater Master Plan to define the short and long range planning needs, operational and maintenance issues that impact the City of Riviera Beach Utility District; and

WHEREAS, on June 22, 2011, six (6) firms submitted proposals which was publicly opened and announced at 3:30 p.m. in the Council Chambers at City Hall. On July 19, 2011, an evaluation committee consisting of the Utility District Executive Director, Interim Public Works Director, Utility District Engineer, Water Plant Superintendent, Palm Beach County Utilities Deputy Director and the Purchasing Director convened to review and discuss the responses to the City's RFQ for development of the Utility District Water/Wastewater Master Plan. After review of proposals, three (3) short-listed firms namely AECOM, CDM, and Hazen & Sawyer, P.C., were invited to give oral presentations before the committee; and

WHEREAS, Hazen & Sawyer, P.C., an Environmental Engineers & Scientists Firm of Boca Raton, Florida, was selected as the top ranked firm to provide the services identified in the City Request for Qualifications No. 299-11; and in accordance with the State of Florida's "Consultants' Competitive Negotiation Act" (FS 287.066), staff recommends that the Board authorize the negotiation of a contract.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITY OF RIVIERA BEACH UTILITY SPECIAL DISTRICT, PALM BEACH COUNTY, FLORIDA, AS FOLLOWS:

SECTION 1: That the Utility Special District of the City of Riviera Beach, Palm Beach County, Florida, authorizes staff to negotiate a contract with Hazen & Sawyer, P.C., for the development of a Water/Wastewater Master Plan for the City of Riviera Beach Utility District.

SECTION 2: This Resolution shall take effect upon its passage and approval by the District Board.

PASSED AND APPROVED this _____ day of _____, 2011.

RESOLUTION NO. _____
PAGE 2

UTILITY SPECIAL DISTRICT

APPROVED:

JUDY L. DAVIS
CHAIRPERSON

ATTEST:

CARRIE E. WARD
MASTER MUNICIPAL CLERK
UTILITY SPECIAL DISTRICT CLERK

BILLIE E. BROOKS
VICE CHAIRPERSON

CEDRICK A. THOMAS
BOARD MEMBER

DAWN S. PARDO
BOARD MEMBER

SHELBY L. LOWE
BOARD MEMBER

MOTIONED BY: _____

SECONDED BY: _____

J. DAVIS _____

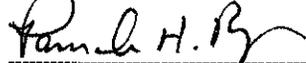
B. BROOKS _____

C. THOMAS _____

D. PARDO _____

S. LOWE _____

REVIEWED AS TO LEGAL SUFFICIENCY



PAMALA HANNA RYAN, CITY ATTORNEY

DATE: 8/15/11

PURCHASING DEPARTMENT INTER-DEPARTMENTAL COMMUNICATION

To: LOUIS C. AURIGEMMA, P.E., UTILITY DISTRICT EXECUTIVE DIRECTOR

Through: BENJAMIN GUY, PURCHASING DIRECTOR

From: PAMELA DALEY, SENIOR PROCUREMENT SPECIALIST

Date: AUGUST 05, 2011

Subject: AWARD RECOMMENDATION: RFQ NO. 299-11 WATER/WASTEWATER MASTER PLAN FOR THE CITY OF RIVIERA BEACH UTILITY DISTRICT

In accordance with the City of Riviera Beach Procurement Code request for qualifications were advertised in the "Legal Notices" section of the Palm Beach Post on **May 15, 2011** to solicit qualified professional engineering consultants for the development of a Water/Wastewater Master Plan to define the short and long range planning needs, operational and maintenance issues that impact the City of Riviera Beach Utility District.

Six (6) firms submitted proposals. Proposals were publicly opened and announced on June 22, 2011 at 3:30 p.m. in the Council Chambers (Please Refer to attached Tabulation).

On July 19, 2011, an evaluation committee consisting of the City of Riviera Beach Utility District Executive Director, Interim Public Works Director, Utility District Engineer, Water Plant Superintendent, Palm Beach County Deputy Utilities Director, and Purchasing Director convened to review and discuss the responses to the City's RFQ for development of a Water/Wastewater Master Plan. Also in attendance as an observatory of the evaluations process was Alan W. Russell, Director of Contract Oversight, a representative from the Palm Beach County Office of Inspector General.

The firms were evaluated and ranked based on the criteria established in the City's RFQ which included the following considerations:

1. **Experience of firms and staff with similar projects (as noted herein) for governmental and private clients.**
2. **Names and qualifications of those persons that will be assigned to work with or consult with the CITY of this project.**
3. **Statement of local availability and degree of accessibility to the City relative to this project.**
4. **Statement of firm's ability to provide services during the construction phase.**
5. **References (At least five references, preferably South Florida governmental agencies). Reference to include agency, type of project, contact person, address and telephone number.**
6. **W/MBE utilization and participation (Schedules 1 and 2)**
7. **Anticipated amount of assigned projects to be performed by consultant's staff.**

PAGE 2: EVALUATION COMMITTEE RECOMMENDATION: RFQ 299-11

After committee members had an opportunity to review each of the six (6) proposals received, the committee members met and discussed the particulars of each. The committee members shared their observations and evaluated and scored each response in accordance with their understanding of the evaluation criteria established in the City's public solicitation.

Scores for written presentations were tallied by the Purchasing Department and based upon a measure of average scores, the following firms were short listed:

FIRM	RANKING	TOTAL AVERAGE SCORE OUT OF 125 POINTS
HAZEN & SAWYER	1	107.8
AECOM	2	97.2
CDM	3	90.0

On August 2, 2011, the three (3) short-listed firms were invited to give oral presentations before the committee to discuss their Experience of firms and staff with similar projects, qualifications of those persons that will be assigned to work with or consult with the CITY on this project, availability and degree of accessibility to the City relative to this project, firm's ability to provide services during the construction phase and anticipated amount of assigned projects to be performed by consultant's while assigned to this project.

Committee members evaluated each oral presentation and scored each according to **interaction, presentation and ability to communicate technical information**. Finally, total average scores for both written proposals and oral presentations were combined and tallied. Accordingly, the committee ranks the short-listed firms as follows:

FIRM	RANKING	TOTAL OVERALL AVERAGE SCORE INCLUDING ORAL INTERVIEWS OUT OF 150 POINTS
HAZEN & SAWYER	1	130.8
AECOM	2	119.6
CDM	3	114.8

Although **AECOM** and **CDM** are qualified to provide the required services, the Committee's consensus scoring rates the top firms to provide the services identified in the City's RFQ as Hazen & Sawyer.

Hazen & Sawyer an Environmental Engineers & Scientists firm with an office in Boca Raton, Florida. The firm has substantial experience in providing the types of services identified in the City's RFQ.

In fact, the company has been awarded various contracts for a variety of projects with local municipalities throughout South Florida with several notable projects in Palm Beach County. Including the following:

Client	Description
Sarasota County Environmental Services	Phillippi creek master Plan Septic System Replacement Project.
City of Boca Raton Utility Services Department	Wastewater Transmission System Master Plan.
Town of Jupiter	Water Master Plan 2007 and is scheduled to update it again in fiscal year 2012.

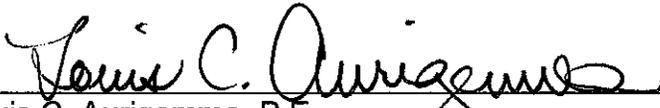
It is the majority consensus of the evaluation committee that the top ranked firm, Hazen & Sawyer, is recommended to develop a Water/Wastewater Master Plan for the City of Riviera Beach Utility District.

Accordingly, and consistent with the requirements of the solicitation, it is the consensus recommendation of the evaluation committee that the top ranked firm be recommended to the Utility District Board of Directors to begin negotiation to provide Engineering Services for the development of a Water/Wastewater Master Plan for the City of Riviera Beach Utility District.

CC:

Ruth Jones, City Manager
Gloria Shuttlesworth, Assistant City Manager
Evaluation Committee Members
Purchasing File

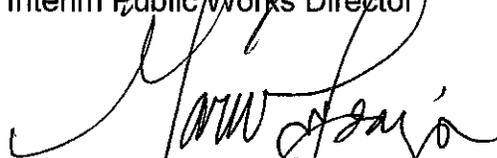
COMMITTEE MEMBERS



Louis C. Aurigemma, P.E.
Utilities District Executive Director



Brynt Johnson
Interim Public Works Director



Mario Loaiza, P.E.
Utilities Engineer



Brian A. Shields, P.E.
Palm Beach County Utilities Deputy Director



David L. Danford
Water Plant Superintendent



Pamela Daley,
Senior Procurement Specialist

RFQ #299-11 WRITTEN EVALUATION TABULATION SHEET

AECOM							AECOM						Average	Overall Total
Member	1	2	3	4	5	Average	Member	1	2	3	4	5		
Experience w/Similar Size Projects	23	13	14	14	15		Interaction: Among themselves	5	5	5	4	5		
Project Team Education	24	21	21	20	25		Interaction: With the selection committee	5	5	4	4	4		
Practical Work Experience	20	20	17	19	20		Presentation: Relevance or Content	4	5	4	4	4		
Work to be Performed In-House	10	10	10	10	10		Relevance: Overall presentation ability	5	4	4	4	5		
M/WBE Participation	15	15	15	15	15		Ability to communicate: Understand and answered our questions.	4	5	4	5	5		
Bonus Points: Local Participation	15	15	15	15	15									
TOTAL	107	94	92	93	100	97.2	TOTAL	23	24	21	21	23		119.6
Hazen & Sawyer							Hazen & Sawyer						Average	Overall Total
Member	1	2	3	4	5	Average	Member	1	2	3	4	5		
Experience w/Similar Size Projects	25	23	20	25	24		Interaction: Among themselves	5	5	5	5	4		
Project Team Education	25	20	24	25	25		Interaction: With the selection committee	5	5	5	5	4		
Practical Work Experience	20	20	19	20	19		Presentation: Relevance or Content	4	5	4	5	3		
Work to be Performed In-House	10	10	10	10	10		Relevance: Overall presentation ability	5	4	5	5	3		
M/WBE Participation	15	15	15	15	20		Ability to communicate: Understand and answered our questions.	5	5	5	5	4		
Bonus Points: Local Participation	15	15	15	15	15									
TOTAL	110	103	103	110	113	107.8	TOTAL	24	24	24	25	18		130.8
CDM							CDM						Average	Overall Total
Member	1	2	3	4	5	Average	Member	1	2	3	4	5		
Experience w/Similar Size Projects	12	12	12	12	12		Interaction: Among themselves	5	4	5	4	4		
Project Team Education	23	23	22	22	20		Interaction: With the selection committee	5	5	4	4	5		
Practical Work Experience	16	18	18	18	20		Presentation: Relevance or Content	5	5	5	4	5		
Work to be Performed In-House	10	10	10	10	10		Relevance: Overall presentation ability	4	4	5	4	5		
M/WBE Participation	15	15	15	15	15		Ability to communicate: Understand and answered our questions.	4	5	4	5	5		
Bonus Points: Local Participation	15	15	15	15	15									
TOTAL	91	93	92	92	92	92	TOTAL	23	23	23	21	24		114.8