



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: George Barber, Chief Procurement Officer

DATE: May 16, 2024

RE: Award of Qualification(s): Continuing Consultant Services Library – RFQ 12-0-2024 and authorization to enter negotiations/execute agreements with the three (3) highest ranked Firms for each discipline.

SUMMARY:

Background:

Pursuant to Florida Statutes, Chapter 287.055 (Consultants Competitive Negotiations Act), the City of Palm Bay solicited to identify Firms with substantial experience and capabilities to perform consulting services on an open end, as needed (continuing services) basis. The City endeavored to award a maximum of three (3) Firms for each professional category listed. Firms were able to submit for multiple disciplines. The disciplines consisted of the following: Architecture, Landscape Architecture, Building Safety and Compliance Services, Environmental Engineering, Civil Engineering, Roadway/Traffic/Transportation Engineering, Surveying /Mapping Services, Construction/Project Management, Construction Engineering/Inspection Services, Grant Writing, Permitting/Plan Review, Land Development Review, Urban Planning & Design, Building Safety and Compliance Services, Fire Safety and Prevention Services. The intent of this library is to supplement City efforts with current and future projects that require the respective disciplines services.

Procurement Process:

On January 18, 2024 the City of Palm Bay solicited for Continuing Consultant Services Library pursuant to Section 38.13(C)(1) of the City Code of Ordinances. The solicitation was advertised for forty-seven (47) calendar days. On March 5, 2024 the City received thirty-seven (37) qualification packages. The Procurement Department staff reviewed the thirty-seven (37) qualification packages for responsiveness and all were deemed responsible. On April 30 – May 2, 2024 the Evaluation Selection Committee evaluated qualification packages to determine the three (3) highest ranked Firms for each discipline. The qualification packages were evaluated by the Evaluation Selection Committee that assigned points for non-price factors to include Firm Staff, Firm Experience, Firm Approach/Capabilities. The Scoring-Ranking form is available upon request.

Evaluation Selection Committee

The evaluation selection committee included the following individuals:

Committee Member No. 1 – Parks and Facilities Director

Committee Member No. 2 – Chief Building Official

Committee Member No. 3 – Utilities Engineer

Committee Member No. 4 – Engineer III

After rankings concluded, the three (3) highest ranked Firms for each category are as follows:

Architecture

- CPZ Architects, Inc
- Tsark Architecture, LLC
- Bentley Group, Inc

Building Safety and Compliance Services*

- Joe Payne, Inc
- Synalovski Romanik Saye, LLC

* Only two firms submitted. As only one firm met a 70 point score, the Evaluation Team recommends only awarding to Joe Payne, Inc.

Civil Engineering

- Kimley-Horn and Associates, Inc
- Consor Engineers, LLC
- Scalar Consulting Group, Inc

Construction Engineering/Inspection Services

- Consor Engineers, LLC
- Joe Payne, Inc
- BSE Consultants, Inc

Construction/Project Management

- W&J Construction Corp
- The Concord Consulting Group of Illinois, Inc
- Infrastructure Solution Services

Environmental Engineering

- Universal Engineering Sciences, LLC
- NV5, Inc
- Terracon Consultants, Inc

Fire Safety and Prevention Services**

- Synalovski Romanik Saye, LLC

**As the one submitting firm did not meet a 70 point score, the Evaluation Team recommends not awarding this discipline.

Grant Writing

- Kimley-Horn and Associates, Inc
- Hale Innovation, LLC
- Caulfield & Wheeler, Inc

Land Development Review

- Bowman Consulting Group Ltd.
- Kimley-Horn and Associates, Inc
- Inspire Placemaking Collective, Inc

Landscape Architecture

- Kimley-Horn and Associates, Inc
- Catalyst Design Group
- Inspire Placemaking Collective, Inc

Permitting/Plan Review

- Bowman Consulting Group Ltd.
- Kimley-Horn and Associates, Inc
- Scalar Consulting Group, Inc

Roadway/Traffic/Transportation Engineering

- Kimley-Horn and Associates, Inc
- Consor Engineers, LLC
- Scalar Consulting Group, Inc

Surveying /Mapping Services

- Bowman Consulting Group Ltd.
- CivilSurv Design Group, Inc
- NV5, Inc

Urban Planning & Design

- Kimley-Horn and Associates, Inc
- GAI Consultants, Inc
- Catalyst Design Group

Staff is requesting approval and authorization to enter into negotiations with each Firm for the respective disciplines and to execute agreements with each Firm when negotiations are finalized. The term of the agreements is three (3) years with two (2) 1-year renewal options.

REQUESTING DEPARTMENTS:

Procurement

FISCAL IMPACT:

This is not a budgeted expenditure. The contract will be utilized on an as needed basis as funding allows.

STAFF RECOMMENDATION:

Motion to approve the Award of Qualification(s): Continuing Consultant Services Library – RFQ 12-0-2024 and authorization to enter negotiations/execute agreements with the three (3) highest ranked Firms for each discipline.

ATTACHMENTS:

1. Scope of Services