

CITY OF GREENACRES

Council Agenda Memo

040612.002

TO: Mayor and City Council

THRU: Wadie Atallah, City Manager

THRU: Jeff A. Price, Director of Finance

FROM: Lynda S. Venne, Purchasing Administrator

SUBJECT: Selection of Traffic Engineering Consultant

DATE: June 28, 2004

Background:

A request for qualifications for a Traffic Engineering Consultant was advertised on February 15, 2004, consistent with the Consultant's Competitive Negotiation Act (CCNA), Section 287.055 Florida Statutes. The scope of services to be provided by the consultant includes assisting the City's Land Development Staff in reviewing development applications, and construction plans for compliance with the City traffic engineering standards and the Palm Beach County Traffic Performance Standards on an as needed basis. A total of ten (10) firms responded to the solicitation on March 4, 2004. (Exhibit A)

In accordance with CCNA procedures, staff has completed the review process and is providing a recommendation for approval by the City Council.

Analysis:

A committee was established to review the submittals and rank the firms. The committee was comprised of the following City staff:

Debbie Manzo, Assistant City Manager
Thomas Lanahan, Planning Director
Lynda Venne, Purchasing Administrator
Lt. Harry Grosser, Uniform Road Patrol

Three (3) firms were short-listed for oral presentations from the ten (10) firms that submitted a proposal. These three (3) firms provided an oral presentation to the selection committee on June 7, 2004. The selection committee ranked the short-listed consultants as shown on Exhibit B, which resulted in the following final ranking:

1. Calvin, Giordano & Associates, Inc
2. Kimley Horn & Associates
3. Simmons & White

In arriving at the short-listing, and final rankings, the committee considered the experience and qualification of the firm, experience of individuals assigned to the project, office location, and experience in preparing traffic studies and in reviewing studies for compliance with Palm Beach County Traffic Performance Standards.

Financial Information:

Since price considerations are not part of the selection process, as required by the CCNA, the cost of services will be negotiated and a contract will be brought back for approval by the City Council.

Legal:

The recommendation for selection is in accordance with the requirements of CCNA and City policies and procedures.

Staff Recommendation:

Approval of the committee's recommendation for the ranking of the three (3) short-listed firms and authorization to enter negotiations with the top ranked firms of Calvin, Giordano & Associates, Inc. and Kimley-Horn & Associates.

Lynda S. Venne, CPPB
Purchasing Administrator

Proposal Closing:
3/17/2004
5:00 P.M.

RFP 04-001
TRAFFIC ENGINEERING CONSULTING SERVICES

	COMPANY	CONTACT PERSON	ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE	FAX
1	American Consulting Engineers of Florida	Brian J. Mirson, PE	20283 State Rd 7, Ste 400	Boca Raton	FL	33498	561-482-7673	561-482-7835
2	Calvin, Giordano & Associates, Inc.	Scott S. Brunner, PE	560 Village Blvd, Ste 340	W.P.B.	FL	33409	561-684-6161	561-684-6360
3	Greenhorne & O'Mara, Inc.	Al Roth, PE	3223 Commerce Pl, Ste 100	W.P.B.	FL	33407	561-686-7707	561-686-0299
4	Kimley-Horn and Associates, Inc.	Joseph B. Pollock, Jr., PE	4431 Embarcadero Dr	W.P.B.	FL	33407	561-845-0665	561-863-8175
5	McMahon Associates, Inc.	John S. DePalma, VP	7741 N Military Trl, Ste 5	Palm Bch Gardens	FL	33410	561-840-8650	561-840-8590
6	Metric Engineering, Inc.	Carlos A. Duart, VP	6415 Lake Worth Rd, Ste 305	Greenacres	FL	33463	561-966-6550	561-966-6172
7	MTP Group, Inc.	Maria M. Tejera, President	12798 Forest Hill Blvd, Ste 303	Wellington	FL	33414	561-795-0678	561-795-0230
8	Rhon Ernest-Jones Consulting Engineers	Thomas F. Donahue, PE	12500 W Atlantic Blvd	Coral Springs	FL	33071	954-344-9855	954-341-5961
9	Simmons & White, Inc.	Robert F. Rennebaum, PE	5601 Corporate Way, Ste 200	W.P.B.	FL	33407	561-478-7848	561-478-3738
10	Walter H. Keller, Inc.	Walter H. Keller, PE	1890 University Dr, Ste 304	Coral Springs	FL	33071	954-755-3822	954-755-3866

Opened by:
Lynda S. Venne, Purchasing Admin.
Alyssa Milo, Purchasing Assist.

**SELECTION COMMITTEE RATINGS FOR RFP 04-001, TRAFFIC ENGINEERING CONSULTANT
PHASE 1**

Committee Member	Debbie Manzo	Tom Lanahan	Lynda Venne	Harry Grosser	Total Rating
Proposer	Rating	Rating	Rating	Rating	
American Consulting Engineers	107	77	87	125.5	396.5
Calvin, Giordano & Associate, Inc.	133	119	147	145	544
Greenhorne & O'Mara, Inc.	152	89	112	147.5	500.5
Kimley Horn & Associates	135	117	117	170	539
McMahon Associates	115	91	99	141	446
Metric Engineering, Inc.	96	64	93	129	382
MTP Group Inc.	113	124	127	127.5	491.5
Rhon Ernest-Jones Consulting Engineers	62	45	45	154	306
Simmons & White	123	114	127	165	529
Walter H. Keller, Inc.	94	74	101	124	393

SELECTION COMMITTEE RATINGS

**Traffic Engineering
Consultant**

RFP 04-001

Committee Member	Debbie Manzo	Tom Lanahan	Lynda Venne	Harry Grosser	Total Rating
Proposer	Rating	Rating	Rating	Rating	
Calvin, Giordano & Associate, Inc.	69	75	71	67	282
Kimley Horn & Associates	67	60	66	66	259
Simmons & White	51	55	60	60	226

CITY OF GREENACRES

INTEROFFICE MEMORANDUM
#2004.11A7.001

TO: Mayor and City Council
FROM: Wadie Atallah, City Manager
RE: Resolution No. 2004-69 Approving the Agreement for Professional Traffic Engineering Consulting Services with Kimley-Horn and Associates, Inc.
DATE: November 30, 2004
COPIES: Pamela S. Terranova, City Attorney
Sondra K. Hill, City Clerk

Background:

On July 19, 2004, the City Council approved Staff's recommendation for the selection of two (2) consulting firms to provide Professional Traffic Engineering Consulting Services. Staff was authorized to enter into negotiations with the firms based on the ranking until an agreement is reached consistent with the Consultant's Competitive Negotiations Act (CCNA).

Staff has completed the negotiations and is providing an agreement for approval by the City Council.

Analysis:

The form of the Agreement is similar to the ones used with previous consulting firms. The Agreement provides for the completion of work on a task by task basis. The compensation for the Professional Traffic Engineering Consulting Services will be on an hourly basis for salary costs of personnel assigned to work on projects.

Financial:

There are sufficient funds budgeted in the Planning and Engineering cost center to defray the cost of services.

Legal:

The Agreement has been prepared in accordance with applicable City Code requirements.

Staff Recommendation:

Approval of the Agreement of Professional Traffic Engineering Consulting Services with Kimley-Horn and Associates, Inc., through the adoption of Resolution No. 2004-69.

Wadie Atallah
City Manager

WA/ja
Attachments

RESOLUTION NO. 2004-69

A RESOLUTION ADOPTED BY THE CITY COUNCIL OF THE CITY OF GREENACRES, FLORIDA, APPROVING THE AGREEMENT BETWEEN THE CITY OF GREENACRES AND KIMLEY-HORN AND ASSOCIATES, INC., FOR PROFESSIONAL TRAFFIC ENGINEERING CONSULTING SERVICES; AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE THE AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council has budgeted funds for services of a professional traffic engineering consultant for the City of Greenacres; and

WHEREAS, services needed by the City will require professional traffic engineering services to be performed by a professional consultant; and

WHEREAS, the Council has met the requirements of the Consultants Competitive Negotiations Act (CCNA), as set forth in Section 287.055, Florida Statutes, and has selected Kimley-Horn and Associates, Inc., to perform the professional traffic engineering consulting services; and

WHEREAS, negotiations pertaining to the services to be performed were undertaken by appropriate City officials as authorized by the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREENACRES, FLORIDA, THAT:

Section 1. The City Council hereby approves the attached Agreement for professional traffic engineering consulting services between the City of Greenacres and Kimley-Horn and Associates, Inc..

Section 2. The City Council authorizes the appropriate City Officials to execute all necessary documents required to effectuate the terms of the Agreement.

Section 3. This resolution shall be effective upon its adoption.

RESOLVED AND ADOPTED this 6th of December, 2004.

Voted

Samuel J. Ferreri
Mayor

Michael V. Mortimer
Deputy Mayor

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Attest:

Sondra K. Hill
City Clerk

Richard C. Radcliffe
Councilman, District I

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Peter A. Noble
Councilman, District II

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Charles E. Shaw
Councilman, District III

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Theresa L. Whalen
Councilwoman, District IV

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Approved as to Form and Legal Sufficiency:

Pamela S. Terranova
City Attorney

CITY OF GREENACRES

RESOLUTION TRACKING FORM

CITY COUNCIL ADOPTION PROCESS

RESOLUTION NO. 2004-69

RESOLUTION SUBJECT: Traffic Engineering Consulting Services - Kimley Horn & Associates, Inc.

KEY: P = Passed T = Tabled D = Denied Y = Yes N = No

Date	Results	Vote	Changes?
1st reading: <u>12/6/04</u>	<u>P</u> T D	<u>4/0</u>	<u>no</u>

Motion by: Shaw Seconded by: Radcliffe

Motion: Approved

Legal Advertising Requirements, if applicable.

Resolution Advertised for Public Hearing - Yes ___ No

Newspaper: N/A Publish date: N/A

CITY CLERK - FOLLOW UP PROCEDURES

Upon Council approval, copies of Resolution and attachment(s) sent to:

Resolution Scanned and Filed into City Clerk Records - Date completed: _____

CITY OF GREENACRES

INTEROFFICE MEMORANDUM
#2004.11A7.002

TO: Mayor and City Council
FROM: Wadie Atallah, City Manager
RE: Resolution No. 2004-70 Approving the Agreement for Professional Traffic Engineering Consulting Services with Calvin, Giordano and Associates, Inc.
DATE: November 30, 2004
COPIES: Pamela S. Terranova, City Attorney
Sondra K. Hill, City Clerk

Background:

On July 19, 2004, the City Council approved Staff's recommendation for the selection of two (2) consulting firms to provide Professional Traffic Engineering Consulting Services. Staff was authorized to enter into negotiations with the firms based on the ranking until an agreement is reached consistent with the Consultant's Competitive Negotiations Act (CCNA).

Staff has completed the negotiations and is providing an agreement for approval by the City Council.

Analysis:

The form of the Agreement is similar to the ones used with previous consulting firms. The Agreement provides for the completion of work on a task by task basis. The compensation for the Professional Traffic Engineering Consulting Services will be on an hourly basis for salary costs of personnel assigned to work on projects.

Financial:

There are sufficient funds budgeted in the Planning and Engineering cost center to defray the cost of services.

Legal:

The Agreement has been prepared in accordance with applicable City Code requirements.

Staff Recommendation:

Approval of the Agreement of Professional Traffic Engineering Consulting Services with Calvin, Giordano and Associates, Inc., through the adoption of Resolution No. 2004-70.

Wadie Atallah
City Manager

WA/ja
Attachments

RESOLUTION NO. 2004-70

A RESOLUTION ADOPTED BY THE CITY COUNCIL OF THE CITY OF GREENACRES, FLORIDA, APPROVING THE AGREEMENT BETWEEN THE CITY OF GREENACRES AND CALVIN, GIORDANO AND ASSOCIATES, INC., FOR PROFESSIONAL TRAFFIC ENGINEERING CONSULTING SERVICES; AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE THE AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council has budgeted funds for services of a professional traffic engineering consultant for the City of Greenacres; and

WHEREAS, services needed by the City will require professional traffic engineering services to be performed by a professional consultant; and

WHEREAS, the Council has met the requirements of the Consultants Competitive Negotiations Act (CCNA), as set forth in Section 287.055, Florida Statutes, and has selected Calvin, Giordano and Associates, Inc., to perform the professional traffic engineering consulting services; and

WHEREAS, negotiations pertaining to the services to be performed were undertaken by appropriate City officials as authorized by the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREENACRES, FLORIDA, THAT:

Section 1. The City Council hereby approves the attached Agreement for professional traffic engineering consulting services between the City of Greenacres and Calvin, Giordano and Associates, Inc..

Section 2. The City Council authorizes the appropriate City Officials to execute all necessary documents required to effectuate the terms of the Agreement.

Section 3. This resolution shall be effective upon its adoption.

RESOLVED AND ADOPTED this 6th of December, 2004.

Voted

Samuel J. Ferreri
Mayor

Michael V. Mortimer
Deputy Mayor

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Attest:

Sondra K. Hill
City Clerk

Richard C. Radcliffe
Councilman, District I

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Peter A. Noble
Councilman, District II

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Charles E. Shaw
Councilman, District III

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Theresa L. Whalen
Councilwoman, District IV

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Approved as to Form and Legal Sufficiency:

Pamela S. Terranova
City Attorney

CITY OF GREENACRES

RESOLUTION TRACKING FORM

CITY COUNCIL ADOPTION PROCESS

RESOLUTION NO. 2004-70

RESOLUTION SUBJECT: Professional Traffic Engineering Services - Calvin, Giordano & Assoc.

KEY: P = Passed T = Tabled D = Denied Y = Yes N = No

1st reading: Date 12/6/04 Results P T D Vote 4/0 Changes? No

Motion by: Shaw Seconded by: Radcliffe

Motion: Approved

Legal Advertising Requirements, if applicable.

Resolution Advertised for Public Hearing - Yes No [checked]

Newspaper: N/A Publish date: N/A

CITY CLERK - FOLLOW UP PROCEDURES

Upon Council approval, copies of Resolution and attachment(s) sent to:

[Dashed lines for recipient information]

Resolution Scanned and Filed into City Clerk Records - Date completed: