

CITY OF GREENACRES
MOTION FORM

Date of City Council meeting: 2-17-04

Agenda Subject Matter: Selection of Civil Engineering Consultant

ORIGINAL Motion: Approved Caren Thompson

ORIGINAL Motion by: Radcliffe Seconded by: Shaw

ORIGINAL Motion - Approved Denied Council Vote 5/0

Amendment TO MOTION: If Applicable: N/A

Amendment / Motion by: N/A Seconded by: N/A

Amendment / Motion : Approved Denied Council Vote

Samuel J. Ferreri, Mayor	N/A	Y	N	_____
			Mayor only votes in event of tie.	
Richard C. Radcliffe, Deputy Mayor		(Y)	N	_____
Peter A. Noble, Councilman		(Y)	N	_____
Charles E. Shaw, Councilman		(Y)	N	_____
Theresa L. Whalen, Councilwoman		(Y)	N	_____
Michael V. Mortimer, Councilman		(Y)	N	_____

RECORDED:

Sondra K. Hill
Sondra K. Hill, CMC
City Clerk

CITY OF GREENACRES

INTEROFFICE MEMORANDUM
#2004.02A7.002

TO: Mayor and City Council
FROM: Wadie Atallah, City Manager
RE: Selection of Civil Engineering Consultant
DATE: February 11, 2004
COPIES: Pamela S. Terranova, City Attorney
Sondra K. Hill, City Clerk

Background:

A request for qualifications for a Civil Engineering Consultant was advertised on November 2, 2003, consistent with the consultant's Competitive Negotiation ct (CCNA), Section 287.055, Florida Statutes. The scope of services to be provided by the consultant included assisting the City's Land Development Staff in reviewing development applications, and reviewing construction plans for compliance with City engineering standards in addition to providing general design services on an as needed basis. A total of thirteen (13) firms responded to the solicitation on November 25, 2003, (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 and firms. The committee was comprised of the following City staff:

Wadie Atallah, City Manager
Thomas Lanahan, Planning Director
Lynda Venne, Purchasing Administrator

Four (4) firms were short-listed for oral presentations from the thirteen (13) firms that submitted a proposal. These four (4) firms provided an oral presentation to the selection committee on January 30, 2004. The selection committee ranked the short-listed consultants as shown on Exhibit B, which resulted in the following final ranking:

1. Craven Thompson & Associates
2. SFRN, Inc. a Florida Corporation
3. LBFH, Inc.
4. Craig A. Smith & Associates

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, experience in providing services similar to those requested by the City, and experience of sub-consultants. In order to afford the City the most flexibility staff is recommending that two (2) firms be retained to provide the services outlined in the proposal.

Financial:

Since price considerations are not part of the selection process, as required by 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 four (4) short-listed firms and authorization to enter negotiations with the top ranked firms of SFRN, Inc., and Craven Thompson & Associates.

A handwritten signature in black ink, appearing to read 'Wadie Atallah', written over a horizontal line.

Wadie Atallah, P.E.
City Manager

WA/ja

Attachments

PROFESSIONAL ENGINEERING SERVICES

PROJECT 04-002

	ENGINEERING FIRM	ADDRESS	CITY	STATE	ZIP CODE
1	Adair & Brady, Inc	3461 Fairlane Farms Road	Wellington	FL	33141
2	Calvin, Giordano & Associate, Inc.	560 Village Boulevard, Suite 340	West Palm Beach	FL	33409
3	Chen and Associates Consulting Engineers, Inc.	1300 U.S. Highway One, Suite 102	Jupiter	FL	33469
4	Craig A. Smith & Associates	242 Royal Palm Beach Blvd	Royal Palm Beach	FL	33411
5	Craven Thompson & Associates, Inc.	5114 Okeechobee Blvd., Suite 112	West Palm Beach	FL	33417
6	Crossroads Engineering & Surveying, Inc.	1402 Royal Palm Beach Blvd, Bldg 500	Royal Palm Beach	FL	33411
7	CSM Engineers, Inc.	304 N. Flager Avenue	Stuart	FL	34994
8	GGB Engineering Inc.	3109 Stirling Road, Suite 201	Fort Lauderdale	FL	33312
9	Greenhorne & O'Mara, Inc.	3223 Commerce Place, Suite 100	West Palm Beach	FL	33407
10	LBFH, Inc.	2090 Palm Beach Lakes Blvd., Suite 600	West Palm Beach	FL	33409
11	Metric Engineering, Inc.	6415 Lake Worth Road, Suite 305	Lake Worth	FL	33463
12	Michael B. Schorah and Associates, Inc.	1850 Forest Hill Blvd., Suite 206	West Palm Beach	FL	33406
13	SFRN, Inc., a Florida Corporation	1201 Belvedere Road	West Palm Beach	FL	33405

Tabulated by Lynda S. Venne, CPPB
and Alyssa Milo
Purchasing Division

Request for Qualifications
Professional Engineering Services
Project No. 04-002

Closed November 25, 2003
5:00 P.M.

**SELECTION COMMITTEE RATINGS FOR RFP 04-002, CIVIL ENGINEERING CONSULTANT
PHASE 1**

Committee Member	Wadie Atallah			Tom Lanahan			Lynda Venne			Total Ranking
	Ranking	Rating	Ranking	Rating	Ranking	Rating	Ranking	Rating		
VENDOR										
Adair & Brady, Inc.		63		46		73				182
Calvin, Giordano & Associate, Inc.		63		64		67				194
Chen and Associates Consulting Engineers, Inc.		49		38		64				151
Craig A. Smith & Associates		69		69		79				217
Craven Thompson & Associates, Inc.		83		76		73				232
Crossroads Engineering & Surveying, Inc.		70		49		73				192
CSM Engineers, Inc.		32		42		53				127
GGB Engineering Inc.		37		31		38				106
Greenhome & O'Mara, Inc.		61		77		51				189
LBFH, Inc.		78		70		70				218
Metric Engineering, Inc.		57		51		68				176
Michael B. Schorah and Associates, Inc.		75		54		70				199
SFRN, Inc., a Florida Corporation		86		72		68				226

**SELECTION COMMITTEE RATINGS FOR RFP 04-002, CIVIL ENGINEERING CONSULTANT
PHASE 2**

Committee Member	Wadie Atallah			Tom Lanahan			Lynda Venne			Total Ranking
	Ranking	Rating	Ranking	Rating	Ranking	Rating	Ranking	Rating		
VENDOR										
Craig A. Smith & Associates		4		4		4				12
Craven Thompson & Associates, Inc.		1		1		1				3
LBFH, Inc.		3		3		3				9
SFRN, Inc., a Florida Corporation		1		2		1				4

* Lowest score corresponds to highest ranking

CITY OF GREENACRES

INTEROFFICE MEMORANDUM
#2004.03A7.002

TO: Mayor and City Council
FROM: Wadie Atallah, City Manager
RE: Resolution No. 2004-15 Approving the Agreement for Professional General Engineering Consulting Services with Craven Thompson & Associates, Inc.
DATE: March 10, 2004
COPIES: Pamela S. Terranova, City Attorney
Sondra K. Hill, City Clerk

Background:

On February 17, 2004, the City Council approved Staff's recommendation for the selection of two (2) consulting firms to provide Professional 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 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 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 General Engineering Consulting Services with Craven Thompson & Associates, Inc., through the adoption of Resolution No. 2004-15.

A handwritten signature in black ink, appearing to read 'Wadie Atallah', is written over a horizontal line. The signature is stylized with several loops and a long horizontal stroke.

Wadie Atallah
City Manager

WA/ja
Attachments

RESOLUTION NO. 2004-15

A RESOLUTION ADOPTED BY THE CITY COUNCIL OF THE CITY OF GREENACRES, FLORIDA, APPROVING THE AGREEMENT BETWEEN THE CITY OF GREENACRES AND CRAVEN THOMPSON & ASSOCIATES, INC., FOR PROFESSIONAL GENERAL 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 an engineering consultant for the City of Greenacres; and

WHEREAS, services needed by the City will require professional 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 Craven Thompson & Associates, Inc., to perform the professional general 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 general engineering consulting services between the City of Greenacres and Craven Thompson & 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.

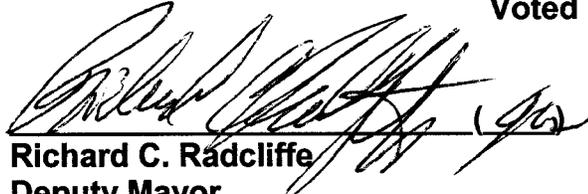
Section 3. This resolution shall be effective upon its adoption.

RESOLVED AND ADOPTED this 15th of March, 2004.

Voted



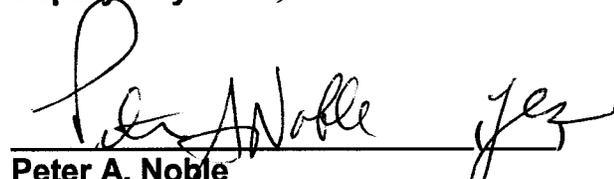
Samuel J. Ferreri
Mayor



Richard C. Radcliffe
Deputy Mayor

Attest:


Sondra K. Hill
City Clerk



Peter A. Noble
Councilman, District II



Charles E. Shaw
Councilman, District III

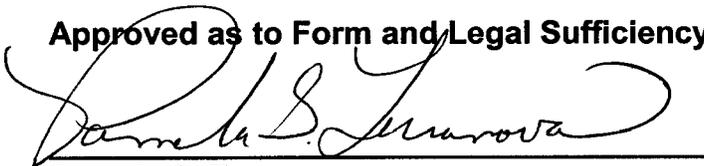


Theresa L. Whalen
Councilman, District IV



Michael V. Mortimer
Councilman, District V

Approved as to Form and Legal Sufficiency:



Pamela S. Terranova
City Attorney

CORPORATE
SEAL
1020

CITY OF GREENACRES

INTEROFFICE MEMORANDUM
#2004.03A7.003

TO: Mayor and City Council
FROM: Wadie Atallah, City Manager
RE: Resolution No. 2004-16 Approving the Agreement for Professional General Engineering Consulting Services with SFRN, Inc.
DATE: March 10, 2004
COPIES: Pamela S. Terranova, City Attorney
Sondra K. Hill, City Clerk

Background:

On February 17, 2004, the City Council approved Staff's recommendation for the selection of two (2) consulting firms to provide Professional 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 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 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 General Engineering Consulting Services with SFRN, Inc., through the adoption of Resolution No. 2004-16.

A handwritten signature in black ink, appearing to read 'Wadie Atallah', is written over a horizontal line. The signature is stylized with several loops and a long horizontal stroke.

Wadie Atallah
City Manager

WA/ja
Attachments

RESOLUTION NO. 2004-16

A RESOLUTION ADOPTED BY THE CITY COUNCIL OF THE CITY OF GREENACRES, FLORIDA, APPROVING THE AGREEMENT BETWEEN THE CITY OF GREENACRES AND SFRN, INC., FOR PROFESSIONAL GENERAL 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 an engineering consultant for the City of Greenacres; and

WHEREAS, services needed by the City will require professional 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 SFRN, Inc., to perform the professional general 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:

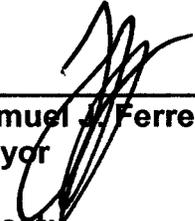
Section 1. The City Council hereby approves the attached Agreement for professional general engineering consulting services between the City of Greenacres and SFRN, Inc..

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 15th of March, 2004.

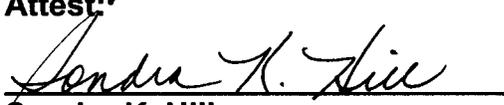
Voted



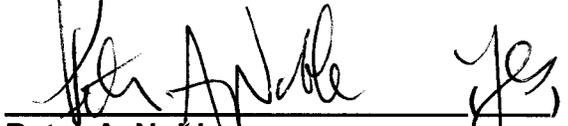
Samuel J. Ferreri
Mayor



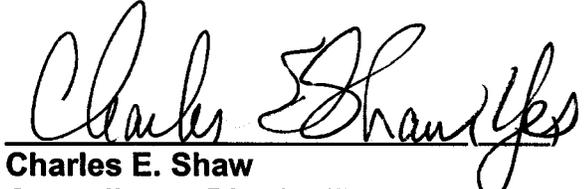
Richard C. Radcliffe
Deputy Mayor

Attest:


Sondra K. Hill
City Clerk



Peter A. Noble
Councilman, District II



Charles E. Shaw
Councilman, District III

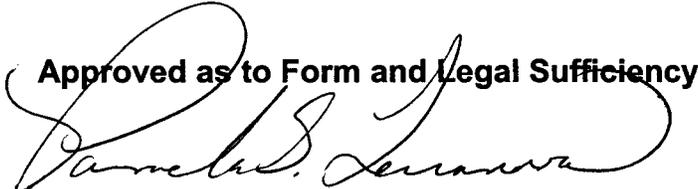


Theresa L. Whalen
Councilman, District IV



Michael V. Mortimer
Councilman, District V

Approved as to Form and Legal Sufficiency:



Pamela S. Terranova
City Attorney

