

## Information for Town Council Meeting on May 14, 2019

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TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA, Director of Finance

FROM: Dean Mealy, II CPPO Town Purchasing Manager

RE: Resolution Approving Selection Committee Recommendation for RFQ No. 2019-13, Civil Engineering Consultants, **Resolution No. 41-2019**

DATE: 31 May 2019

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### **STAFF RECOMMENDATION**

Staff recommends the approval of the Selection Committee Recommendation for RFQ No. 2019-13, Civil Engineering Consultants to three firms.

### **SUMMARY EXPLANATION/BACKGROUND**

The Town had previously awarded the solicitation for Civil Engineering Consultants in 2015. The solicitation from 2015 has no additional options for renewal. As such, Purchasing secured an updated Scope of Work from Public Works for a new solicitation to be issued as a Request for Qualifications (RFQ) under the guidelines of State Statute §287.055.

Purchasing issued RFQ No. 2019-13 on March 10, 2019. The RFQ was advertised on the following sites:

- Demand Star 920 firms notified nationwide
- Public Purchase 1360 firms notified nationwide
- Purchasing Staff sent emails to 50 firms in the tri-county area inviting them to participate.

For the Selection Committee, Purchasing invited the Village Engineer from Wellington to participate as a voting member in addition to Eric Brown, Martin De Loach, Craig Hauschild, Amy Wood and Patricia Strayer. The Selection Committee was chaired by Duke Basha, Assistant Purchasing Manager.

The Selection Committee ranked the thirteen proposals and voted to utilize the three top ranked firms: Mock Roos; Kimley-Horn; and Chen-Moore.

### **FISCAL IMPACT/FUNDING SOURCE**

There is no immediate Fiscal Impact until a proposal is sought from the rotation list of three

identified firms. Upon submittal of a proposal exceeding the threshold of \$65,000, the item would be brought back to Town Council for review and approval.

**USER DEPARTMENT CONCURRENCE**

Public Works is in full concurrence with this recommendation.

**DUE DILIGENCE**

Due Diligence was conducted to determine vendor responsibility, including corporate status and that there are no performance and compliance issues. The review included conducting market research.

**TOWN ATTORNEY REVIEW**

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.

CC: Jay Boodheshwar, Deputy Town Manager  
Paul Brazil, Director of Public Works  
Patricia Strayer, Town Engineer  
Duke Basha, Assistant Purchasing Manager