



LAKE WORTH
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MEMORANDUM

TO: Chair, Vice-Chair and Members of the Board
FROM: Chris Dabros, Project Manager 
DATE: September 2, 2014
SUBJECT: Professional Design & Engineering Firms – Review Shortlisted Firms

EXPLANATION:

On June 29th, the CRA issued RFQ # 03-1314 to solicit professional design and engineering firms in which the CRA could use for future infrastructure projects. The desired outcome of this RFQ is to enter into agreements with a minimum of three qualified firms to provide design, engineering, surveying and architectural services for CRA streetscape and design projects.

Contractual agreements with the selected firms will be in effect for one year with an option to renew for two successive one year periods.

The benefit of this 'continuing contract' approach is that the CRA will be able to select more than one firm and can then go directly to negotiations on future projects. Also, as a result of this RFQ, the CRA will be able to issue a simple request for letters of interest to the hired firms when we desire services involving design, engineering, surveying, etc..

The RFQ's 30 day period of advertisement closed on July 31, 2014. As a result of the RFQ, nine qualified engineering firms submitted packages for review and consideration. In late August, a selection committee made up of members of City & CRA staff reviewed the nine packages. Minutes of the meeting are provided as **EXHIBIT 'A'**. In addition, the committee member scores of the corresponding firms are listed below:

FIRM	SCORE (out of 500 possible points)
Mock Roos *	382
RGD Consulting Engineers	323
Craven Thompson & Associates *	384
Civil Design Inc. *	412
Keshavarz & Associates *	416
Kimley Horn *	431
Engenuity Group Inc.	336
Calvin Giordano & Associates *	376
Wantman Group, Inc.	340

Scoring categories of the submittals consisted of the firms capabilities, personnel, past performance on similar projects and familiarity with CRA's in general.

At the conclusion of the selection committee meeting held in August, all members agreed that the CRA Board should enter into agreements with the top six firms. This decision was based on the final scoring and also based on the City's existing list of engineering firms.

The six engineering firms with the highest scores are:

1. *Kimley Horn*
2. *Keshavarz & Associates*
3. *Civil Design Inc.*
4. *Craven Thompson and Associates*
5. *Mock Roos*
6. *Calvin Giordano*

Copies of the proposals from the top six firms have been provided to CRA Board members. The Board is also encouraged to contact CRA Staff to review and contrast the proposals from the remaining three submitters.

RECOMMENDATION:

Staff encourages the Board to review the six top ranked submissions to CRA RFQ# 03-1314.

Staff recommends that the Board allow CRA Staff to draft contractual agreements with the six top ranked firms to provide continuing design and engineering services for the CRA.

All agreements between the CRA and the six shortlisted firms will be brought to the CRA Board for review prior to execution.

LAKE WORTH COMMUNITY REDEVELOPMENT AGENCY
RFQ #03-1314: PROFESSIONAL DESIGN AND ENGINEERING SERVICES
CRA CONFERENCE ROOM
TUESDAY, AUGUST 26, 2014
3:00PM

COMMITTEE MEMBERS IN ATTENDANCE:

Karla White – City of Lake Worth
 Emily Theodossakos – Lake Worth CRA
 Joan Oliva – Lake Worth CRA
 William Waters – City of Lake Worth
 Felipe Lofaso – City of Lake Worth

ALSO IN ATTENDANCE:

Chris Dabros
 Maziar Keshavarz
 Amir Keshavarz
 James Noth

The meeting was called to order at 3:10pm.

Members of the committee were asked if they had reviewed and scored the qualification packages. Nine packages were given to committee members in early August 2014. Members advised that they did score all submittals. Members were advised that the CRA is required to enter into agreement with at least three of the firms or reject all proposals.

All members then discussed what they did or did not like in each proposal. Mr. Lofaso liked all proposals and advised that he ranked most of the firms with high scores. Mr. Waters was also impressed with all submittals. Ms. White advised that she was particularly interested in MBE firms and small business firms.

The committee members then tallied and provided their scoring sheets to Mr. Dabros, below are the final scores out of a total of 500 possible points:

FIRM	SCORE (out of 500 possible points)
Mock Roos	382
RGD Consulting Engineers	323
Craven Thompson & Associates	384
Civil Design Inc.	412
Keshavarz & Associates	416
Kimley Horn	431
Engenuity Group Inc.	336
Calvin Giordano & Associates	376
Wantman Group, Inc.	340

Members of the committee then discussed how many firms to enter into contractual agreements with. Based on the scoring and based on the City's existing list of engineering firms, the members of the committee recommended the CRA select the top 6 scoring engineering firms to enter into agreements with: *Kimley Horn, Keshavarz & Associates, Civil Design Inc., Craven Thompson, Mock Roos and Calvin Giordano.*

The CRA Board will be asked to review the six qualification packages at their next regularly scheduled CRA Board meeting.

The respondents were thanked for attending and the meeting was adjourned at 3:35pm.