

TOWN OF PALM BEACH

Information for Town Council Meeting on: August 15, 2018

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

FROM: H. Paul Brazil, P. E., Director of Public Works

RE: Ratification of the Selection Committee's Recommendation for Professional Engineering Services for Town Docks Replacement Project (RFQ No. 2018-43)

DATE: August 3, 2018

STAFF RECOMMENDATION

Town staff recommends that Town Council ratify the recommendation of the Selection Committee and the ranking of the firms that responded to RFQ No. 2018-43, for Professional Engineering Services for the Town Docks Project, and authorize contract negotiations with W.F. Baird & Associates Ltd.

GENERAL INFORMATION

Staff was directed at the April 10, 2018 Town Council meeting to issue a Request for Qualifications (RFQ) to obtain design consultant services (including these professional engineering services) associated with the design and construction of new Town docks and accessory structures per the approved Master Plan (Alternative #3). A Request for Qualifications (RFQ 2018-43) for Professional Engineering Services was issued on May 6, 2018, and seven (7) proposals were received on June 6, 2018. The Selection Committee met on June 15, 2018, to review the submittals. The Selection Committee consisted of Bobbie Lindsay, Town Council Member (non-voting); Jay Boodheshwar, Deputy Town Manager; Paul Brazil, P.E., Public Works Director (non-voting); Jane Le Clainche, Finance Director; Beth Zickar, Recreation Director; Jason Debrincat, P.E., Senior Project Engineer; Eric Brown, P.E., Assistant Public Works Director; Carlos Vidueira, Rybovich Marina Vice President; Mike Horn, Town Dock Master (non-voting); Duke Basha, Assistant Purchasing Manager (non-voting); Dean Mealy, Purchasing Manager (non-voting); and John Cmar, Purchasing Coordinator (non-voting).

At this meeting, the decision was made to defer the review and deliberations until the submittals for the related task (RFQ 2018-42) for environmental and permitting services was also available to review. That was considered important since some firms had submitted on both tasks. The subsequent meeting of the Selection Committee was held on July 6, 2018, and the firms were rated and ranked. The result was a short list of four (4) firms that were the highest-ranked (W.F. Baird & Associates Ltd, Moffatt & Nichol, Inc., Sea Diversified, Inc., and Turrell, Hall & Associates) and they were invited for presentations and interviews on July 9, 2018. The four (4) firms were further refined to the top two (2) firms and final interviews were held on August 2, 2018, with Turrell, Hall & Associates and W.F. Baird & Associates.

Below are the rankings of the two (2) firms:

- (1) W.F. Baird & Associates Ltd.
- (2) Turrell, Hall & Associates, Inc.

The attached memorandum, from the Purchasing Manager, indicates that the recommendation of the Selection Committee is to negotiate and award the contract to W.F. Baird & Associates Ltd. If the Town Council approves this recommendation, staff is requesting approval to negotiate a scope of work to accomplish the design, bid, and construction phase services. After the proposal is received, and negotiations conducted for these services, staff will bring that recommendation back to the Town Council at its meeting on September 13, 2018 for approval.

FUNDING/FISCAL IMPACT

Funding for these services is not required at this time, but will be requested at the future Town Council meeting.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended.

Attachment

cc: Selection Committee Members
 Patricia Strayer, P.E. Town Engineer
 Dean Mealy, Purchasing Manager