

## Information for Town Council Meeting on January 11, 2022

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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 the Award of RFQ No. 2022-05, Prequalification of General Utility Project Vendors to the following Four Firms; D.S. Eakins Construction Corporation, Johnson-Davis, Inc., TLC Diversified, Inc. and Hinterland Group, Inc.  
**Resolution No. 003-2022**

DATE: 17 December 2021

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### **STAFF RECOMMENDATION**

Staff recommends Town Council approve the Award of RFQ No. 2022-05, Prequalification of General Utility Project Vendors to the following Four Firms; D.S. Eakins Construction Corporation, Johnson-Davis, Inc., TLC Diversified, Inc. and Hinterland Group, Inc.

### **SUMMARY EXPLANATION/BACKGROUND**

The purpose of this solicitation was to pre-qualify proposers for a vendor pool, for future miscellaneous public works utility projects. This solicitation required for the submission of documents and forms intended to verify that the proposer meets or exceeds the minimum criteria set forth elsewhere in this solicitation. Proposers which best meet or exceed the criteria established in this solicitation are being placed in a Pre-Qualification Vendor Pool that in future will be accessed by Town requesting to submit their bids to perform miscellaneous public works utility and related projects for the Town of Palm Beach, Florida.

For each subsequent project under this contract, the Town will provide to the pre-qualified pool of vendors a written and complete Statement of Work specific to that project. If available, drawings and other documentation will be provided to assist the proposers in properly estimating reasonable costs to perform the work. Emergency repairs shall be addressed on a case by case basis. The Proposer is expected to furnish all labor, equipment and materials necessary to repair, and/or replace existing or install the following new utilities: water, sanitary sewer, storm sewer, and force mains at various sites within the Town of Palm Beach.

Individual projects valued greater than \$100,000 will be brought to Town Council for review and ratification.

## **METHOD OF PROCUREMENT**

The Public Works Department developed a scope of services which was reviewed by the Purchasing. The Request for Qualifications (RFQ) was issued on November 7<sup>th</sup> and closed on December 7<sup>th</sup>.

The solicitation was broadcast nationwide to eight hundred twenty (820) identified firms through DemandStar. In addition, Town Purchasing sent emails to thirty-one (31) known consultants/individuals advising of the solicitation and invited the consultants to review and participate in the solicitation.

When a RFQ is issued, price is not an evaluation factor. The proposal is based solely on qualifications of the consultants submitting.

The initial ranking Selection Committee was held on December 16<sup>th</sup>. The Selection Committee consisted of the following members:

### **Voting**

Eric Brown, P.E.  
Brett Madison  
Jason Debrincat, P.E.

### **Non-Voting**

Jie House, P.E.  
Jane LeClainche, CPA  
Patricia Strayer, P.E.  
Mike Roach, P.E.

The Selection Committee reviewed seven (7) proposals and recommended four (4) firms for pre-qualification award. No oral interviews were conducted based on the qualifications of the firms proposals.

## **FISCAL IMPACT/FUNDING SOURCE**

This action does not require funding.

## **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.

## **TOWN ATTORNEY REVIEW**

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

CC: Paul Brazil, P.E., Public Works Director

