

EXPLANATION OF CONSENT AGENDA ITEM E.2.c.(9) March 22, 2017

ITEM:

Consideration of approving the selection committee recommendation for Minor Architecture & Engineering (A&E) Services for Continuing Contract and authorizing negotiation and execution of the standard continuing contract. (Bill Crowe)

EXPLANATION:

At the August 24, 2016 Commission meeting, permission was granted for staff to advertise requests for qualifications for Minor A & E Services for continuing contract. Twelve responses were received (see attached) and have been reviewed by a selection committee appointed by the Chief Executive Officer.

Staff is recommending award to six (6) engineering consultant teams to continue the established practice of contracting with multiple firms, each with their own specialty. Based on the selection committee's review of the responses received, the following firms (listed in alphabetical order) have been selected as the most highly qualified firms for award of the Minor A & E Services for Continuing Contract.

1. Allen Engineering, Inc.
2. Alpha MRC
3. BRPH
4. CDE Company (Cape Design)
5. Construction Engineering Group (CEG)
6. TLC Engineering for Architecture, Inc.

The selected firms will be required to submit a schedule of fees and a current Certification of Insurance for approval. Contract services will be performed under a standard Canaveral Port Authority continuing services contract reviewed and approved by Staff Counsel. The continuing contracts will be set up for a three-year period and renewable on an annual basis, for a period of two additional years. Contracts are being prepared and shall be executed upon receipt and approval of fees and insurance certificates.

Staff Recommends Approval

Prepared by Bill Crowe, P.E.



**CANAVERAL PORT AUTHORITY
SELECTION COMMITTEE EVALUATION & RANKING/SELECTIONS**

PROJECT: PUR-RFQ-16-3
Minor Architectural & Engineering
Services for Continuing Services
Contract

Selection Committee Meeting Date & Time: February 23, 2017
2:00 PM

COMPANY	SELECTED
Allen Engineering - Cocoa Beach, FL	Selected
Alpha MRC - Merritt Island, FL	Selected
BRPH - Melbourne, FL	Selected
Cape Design Engineering Co - Merritt Island, FL	Selected
Construction Engineering Group - Melbourne, FL	Selected
TLC Engineering for Architecture - Cocoa, FL	Selected
Atkins - Melbourne, FL	Not Selected
AVCON Inc - Orlando & Melbourne, FL	Not Selected
C&S Companies - Orlando, FL	Not Selected
GRAEF - Maitland, FL	Not Selected
Premier Engineering Group - Pensacola, FL	Not Selected
SGM Engineering - Orlando, FL	Not Selected

The Selection Committee unanimously agreed to waive presentations/interviews and proceed directly to award.

THESE SELECTIONS WILL BE PRESENTED TO THE CANAVERAL PORT AUTHORITY AT ITS REGULARLY SCHEDULED MEETING ON MARCH 22, 2017 FOR A DECISION REGARDING AWARD.

POSTED: DATE February 23, 2017 TIME 3:45 PM BY Sheri Caltabiano, Purchasing Specialist

SELECTIONS APPROVED BY CANAVERAL PORT AUTHORITY

POSTED: DATE _____ TIME _____ BY _____

**CANVERAL PORT AUTHORITY
SOLICITATION SUMMARY**

Solicitation Number & Name:

PUR-RFQ-16-3

Minor Architectural & Engineering Services for Continuing Contract

Advertising:

Florida Today - January 16, 23 and 30, 2017

Posted to Website (<http://www.portcanaveral.com/Business-With-Us/Current-Solicitations>):

January 20, 2017

PublicPurchase.com Details (bid notification service - vendors self register):

Posted January 20, 2017

Vendors Notified - 91

Notified Vendors Who Acknowledged Notification - 26

e-Builder Registered Vendors: (portal where solicitation documents are downloaded)

35

Bids/Proposals Received:

12

Canaveral Port Authority
 PUB-RFQ-16-3 Minor Architectural & Engineering Services for Continuing Contract
 Scoring Detail-Written Proposals

Evaluator #1		Proposing Firm											
Selection Criteria	Maximum Points	Allen Engineering Cocoa Beach, FL	Alpha MRC Merritt Island, FL	Alkins Melbourne, FL	AVCON Inc Orlando & Melbourne, FL	BRPH Melbourne, FL	C&S Companies Orlando, FL	Capo Design Merritt Island, FL	Construction Engineering Group Melbourne, FL	GRAEF Maitland, FL	Premier Engineering Group Pensacola, FL	SGM Engineering Orlando, FL	TLC Engineering for Architecture Cocoa, FL
Tab 1 - General Information & Table of Contents	8	8	8	8	8	8	7	8	8	8	8	8	8
Tab 2 - Letter of Introduction	24	24	20	15	15	21	15	23	24	17	20	12	20
Tab 3 - Qualification Data (Similar Experience)	18	18	10	10	10	10	5	10	13	9	8	10	20
Tab 4 - Architectural & Engineering Knowledge	12	11	10	10	4	9	5	10	13	9	4	10	10
Tab 5 - Local Knowledge	6	5	4	4	4	4	4	4	4	3	4	3	5
Tab 6 - Current Workload	4	6	6	4	4	4	4	4	4	4	4	3	5
Tab 7 - Organizational Chart	14	12	14	14	14	14	14	14	12	14	14	14	14
Tab 8 - Resumes	6	6	6	6	6	6	6	6	6	6	6	6	6
Tab 9 - Licenses	4	4	4	4	4	4	4	4	4	4	4	4	4
Tab 10 - References	4	4	4	4	4	4	4	4	4	4	4	4	4
Tab 11 - Litigation	4	4	4	4	4	4	4	4	4	4	4	4	4
Tab 12 - Insurance	4	4	4	4	4	4	4	4	4	4	4	4	4
Tab 13 - Business Structure	4	4	4	4	4	4	4	4	4	4	4	4	4
Tab 14 - Non-Collaborative Clause	4	4	4	4	4	4	4	4	4	4	4	4	4
Tab 15 - Public Entity Clauses	4	4	4	4	4	4	4	4	4	4	4	4	4
Tab 16 - Conflict of Interest Disclosure Form	4	4	4	4	4	4	4	4	4	4	4	4	4
Tab 17 - Certificate Registering Document	4	4	4	4	4	4	4	4	4	4	4	4	4
Tab 18 - WOTC & WTW	4	4	4	4	4	4	4	4	4	4	4	4	4
Tab 19 - Florida Certified Minority Business Enterprise	4	4	4	4	4	4	4	4	4	4	4	4	4
Tab 20 - Financial Statement	4	4	4	4	4	4	4	4	4	4	4	4	4
TOTAL POINTS	100	95	92	83	81	90	75	94	93	79	85	74	91

Evaluator #2		Proposing Firm											
Selection Criteria	Maximum Points	Allen Engineering Cocoa Beach, FL	Alpha MRC Merritt Island, FL	Alkins Melbourne, FL	AVCON Inc Orlando & Melbourne, FL	BRPH Melbourne, FL	C&S Companies Orlando, FL	Capo Design Merritt Island, FL	Construction Engineering Group Melbourne, FL	GRAEF Maitland, FL	Premier Engineering Group Pensacola, FL	SGM Engineering Orlando, FL	TLC Engineering for Architecture Cocoa, FL
Tab 1 - General Information & Table of Contents	8	8	8	4	8	6	8	8	6	4	6	6	8
Tab 2 - Letter of Introduction	24	12	14	4	24	16	4	14	16	12	14	6	20
Tab 3 - Qualification Data (Similar Experience)	18	10	10	10	6	10	10	8	4	8	6	6	20
Tab 4 - Architectural & Engineering Knowledge	12	12	4	12	4	6	6	12	12	6	12	7	12
Tab 5 - Local Knowledge	6	6	4	4	4	4	4	4	4	4	4	4	4
Tab 6 - Current Workload	4	6	4	4	4	4	4	4	4	4	4	4	4
Tab 7 - Organizational Chart	14	14	14	14	14	14	14	14	14	14	14	14	14
Tab 8 - Resumes	6	6	6	6	6	6	6	6	6	6	6	6	6
Tab 9 - Licenses	4	4	4	4	4	4	4	4	4	4	4	4	4
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Tab 12 - Insurance	4	4	4	4	4	4	4	4	4	4	4	4	4
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Tab 20 - Financial Statement	4	4	4	4	4	4	4	4	4	4	4	4	4
TOTAL POINTS	100	85	76	70	79	80	70	87	81	72	80	76	89

Evaluator #3		Proposing Firm											
Selection Criteria	Maximum Points	Allen Engineering Cocoa Beach, FL	Alpha MRC Merritt Island, FL	Alkins Melbourne, FL	AVCON Inc Orlando & Melbourne, FL	BRPH Melbourne, FL	C&S Companies Orlando, FL	Capo Design Merritt Island, FL	Construction Engineering Group Melbourne, FL	GRAEF Maitland, FL	Premier Engineering Group Pensacola, FL	SGM Engineering Orlando, FL	TLC Engineering for Architecture Cocoa, FL
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Tab 4 - Architectural & Engineering Knowledge	12	12	8	10	6	10	6	11	12	10	9	6	12
Tab 5 - Local Knowledge	6	5	4	4	4	4	4	4	4	4	4	4	4
Tab 6 - Current Workload	4	6	4	4	4	4	4	4	4	4	4	4	4
Tab 7 - Organizational Chart	14	11	14	12	13	10	10	12	11	12	10	12	11
Tab 8 - Resumes	6	6	6	6	6	4	4	6	6	6	4	6	6
Tab 9 - Licenses	4	4	4	4	4	4	4	4	4	4	4	4	4
Tab 10 - References	4	4	4	4	4	4	4	4	4	4	4	4	4
Tab 11 - Litigation	4	4	4	4	4	4	4	4	4	4	4	4	4
Tab 12 - Insurance	4	4	4	4	4	4	4	4	4	4	4	4	4
Tab 13 - Business Structure	4	4	4	4	4	4	4	4	4	4	4	4	4
Tab 14 - Non-Collaborative Clause	4	4	4	4	4	4	4	4	4	4	4	4	4
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Tab 19 - Florida Certified Minority Business Enterprise	4	4	4	4	4	4	4	4	4	4	4	4	4
Tab 20 - Financial Statement	4	4	4	4	4	4	4	4	4	4	4	4	4
TOTAL POINTS	100	90	85	83	86	84	72	91	87	85	79	82	92