

Meeting Date August 23, 2017		AGENDA ITEM REQUEST	
		Section	Consent
		Item Number	7.B.5

Department	Engineering
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Requested Action:

Consideration of approving the recommendation for the PUR-RFQ-17-6 Owner's Rep Services for Purchase of Mobile Harbor Crane to Paul Bridges & Associates, LLC and authorize staff to negotiate this contract in an amount not to exceed \$60,000. (Verónica Narváez-Lugo/Bill Crowe)

Summary Explanation & Background:

In the June 28, 2017 meeting, the Commission authorized the staff to issue a formal solicitation to for an Owner's Rep for services associated with the Mobile Harbor Crane purchase. The consultant will assist the Canaveral Port Authority with writing the purchase specification, terms and conditions, clarifications during the quotation process and will provide recommendations for the final selection.



The first public advertisement was on July 13, 2017 and bid opening on August 14. The selection committee met on August 16 and after evaluating the qualifications submitted recommends Paul Bridges & Associates, LLC as the Owner's Rep for this purchase. Staff will negotiate the contract with the consultant in an amount not to exceed \$60,000.00.

After the crane manufacturer selection process is completed, the CPA will quantify the need for onsite inspections with the selected Owner's Representative consultant and negotiate an additional scope as needed with the consultant. This additional scope will be for assisting with the development of an adequate inspection program and performing inspections during the manufacturing process at the site of crane manufacturer. Also, they will assist in the creation of an acceptable delivery schedule and inspect the shipping vessel for seaworthiness prior to ocean transit.

Financial Review by Pat Poston:	The total NTE amount of \$60,000 is included in the FY17Capital Budget and no increase is required. [Budget item 1100 - Road Improvements]
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Attachments: Solicitation Summary, Bid Tabulation Sheet

Contract/Agreement:	Reviewed by General Counsel Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Reviewed by Port Attorney Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Department Approval: Bill Crowe, P.E. Sr. Director, Engineering Construction & Facilities 	CEO Approval:  John W. Murray, CEO
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**CANVERAL PORT AUTHORITY
SOLICITATION SUMMARY**

Solicitation Number & Name:

PUR-RFQ-17-6

Owner's Rep Services for Purchase of Mobile Harbor Crane

Advertising:

Florida Today Newspaper, Brevard Edition - July 13, 20 & 27, 2017

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

July 11, 2017

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

Posted July 14, 2017

Vendors Notified - 68

Notified Vendors Who Acknowledged Notification - 24

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

Ten

Bids/Proposals Received:

Two

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

PROJECT: PUR-RFQ-17-6 Selection Committee Meeting Date & Time: August 16, 2017 2:00 PM
 Owner's Rep Services for Purchase of
 New Mobile Harbor Crane

COMPANY	RANKING
Paul Bridges & Associates, LLC – Mobile, AL	1
Laurence and Associates, LLC – Mobile, AL	2

THIS RANKING WILL BE PRESENTED TO THE CANAVERAL PORT AUTHORITY AT ITS REGULARLY SCHEDULED MEETING ON AUGUST 23, 2017 FOR A DECISION REGARDING AWARD.

POSTED: DATE August 16, 2017 TIME 4:45 PM BY Karen Pappas, Purchasing Director

 THIS IS NOTICE OF THE DECISION OF THE CANAVERAL PORT AUTHORITY TO AWARD THE CONTRACT FOR: _____
 TO: _____

POSTED: DATE _____ TIME _____ BY _____
 REMOVED: DATE _____ TIME _____ BY _____

**Canaveral Port Authority
 PUR-RFQ-17-6 Owner's Rep Services for Purchase of New Mobile Harbor Crane
 Step 1 Scoring Summary**

Alphabetical Order	Proposing Firms	
Selection Criteria	Paul Bridges & Associates, LLC Mobile, AL	Laurence & Associates, LLC Mobile, AL
Evaluator #1	98	88
Evaluator #2	99	93
Evaluator #3	95	75
Total	292	256
Ave	97.33	85.33
Rank	1	2

Rank Order	Proposing Firms	
Selection Criteria	Paul Bridges & Associates, LLC Mobile, AL	Laurence & Associates, LLC Mobile, AL
Evaluator #1	98	88
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Canaveral Port Authority
PUR-RFQ-17-6 Owner's Rep Services for Purchase of New Mobile Harbor Crane
Step 1 Scoring Detail

Selection Criteria	Proposing Firm		
	Maximum Points	Paul Bridges & Associates, LLC Mobile, AL	Laurence & Associates, LLC Mobile, AL
Tab 1 - General Information & Table of Contents	non-scored	Y	Y
Tab 2 - Letter of Introduction	10	10	9
Tab 3 - Qualification Data - Similar Experience	40	40	39
Tab 4 - Not Used	0	0	0
Tab 5 - Consultants	20	18	15
Tab 6 - Organizational Chart	5	5	5
Tab 7 - Resumes*	20	20	20
Tab 8 - Licenses	5	5	0
Tab 9 - Insurance	non-scored	Y	Y
Tab 10 - Non-Collusion Clause	non-scored	Y	Y
Tab 11 - Public Entity Crimes	non-scored	Y	Y
Tab 12 - Conflict of Interest Disclosure Form	non-scored	Y	Y
Tab 13 - Certificate Regarding Debarment	non-scored	Y	Y
Tab 14 - WOTC & WTW	non-scored	Y	Y
TOTAL POINTS	100	98	88

Selection Criteria	Proposing Firm		
	Maximum Points	Paul Bridges & Associates, LLC Mobile, AL	Laurence & Associates, LLC Mobile, AL
Tab 1 - General Information & Table of Contents	non-scored	Y	Y
Tab 2 - Letter of Introduction	10	10	8
Tab 3 - Qualification Data - Similar Experience	40	40	37
Tab 4 - Not Used	0	0	0
Tab 5 - Consultants	20	19	18
Tab 6 - Organizational Chart	5	5	5
Tab 7 - Resumes*	20	20	20
Tab 8 - Licenses	5	5	5
Tab 9 - Insurance	non-scored	Y	Y
Tab 10 - Non-Collusion Clause	non-scored	Y	Y
Tab 11 - Public Entity Crimes	non-scored	Y	Y
Tab 12 - Conflict of Interest Disclosure Form	non-scored	Y	Y
Tab 13 - Certificate Regarding Debarment	non-scored	Y	Y
Tab 14 - WOTC & WTW	non-scored	Y	Y
TOTAL POINTS	100	99	93

Selection Criteria	Proposing Firm		
	Maximum Points	Paul Bridges & Associates, LLC Mobile, AL	Laurence & Associates, LLC Mobile, AL
Tab 1 - General Information & Table of Contents	non-scored	Y	Y
Tab 2 - Letter of Introduction	10	10	10
Tab 3 - Qualification Data - Similar Experience	40	35	30
Tab 4 - Not Used	0	0	0
Tab 5 - Consultants	20	20	15
Tab 6 - Organizational Chart	5	5	5
Tab 7 - Resumes*	20	20	15
Tab 8 - Licenses	5	5	0
Tab 9 - Insurance	non-scored	Y	Y
Tab 10 - Non-Collusion Clause	non-scored	Y	Y
Tab 11 - Public Entity Crimes	non-scored	Y	Y
Tab 12 - Conflict of Interest Disclosure Form	non-scored	Y	Y
Tab 13 - Certificate Regarding Debarment	non-scored	Y	Y
Tab 14 - WOTC & WTW	non-scored	Y	Y
TOTAL POINTS	100	95	75