



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE *2/20/2024*

SUBMITTED BY: Skender Coma, Management Analyst

SUBJECT: AUTHORIZATION TO INITIATE NEGOTIATIONS WITH THE TOP FIVE (5) RANKED FIRMS FOR RFQ NO. 24-001: CONTINUING PROFESSIONAL CONSULTING SERVICES (CCNA)

SUMMARY:

On January 10th, 2024, the Support Services Department received and unsealed eight (8) qualification statements in response to the RFQ for Continuing Professional Consulting Services (CCNA), which the Support Services Department reviewed to ensure the qualification statements met the RFQ's minimum requirements. All eight were deemed responsible and responsive and were presented to the Selection Committee for review.

On February 1st, 2024, the Selection Committee convened to submit their scoring based on the criteria established in the RFQ. Selection Committee members Jeff Remas, Matt Welhaf, and Sergio Gonzalez reviewed, scored, and ranked the qualification statements as follows:

1. Baxter & Woodman, Inc.
2. Hazen and Sawyer
3. Colliers Engineering & Design
4. Craig A. Smith & Associates
5. Caulfield & Wheeler Inc.
6. PGAL, Inc.
7. Avirom & Associates, Inc.
8. Reina Engineering, LLC

The Selection Committee was unanimous in their decision to finalize the rankings and proceed with recommending the award of contracts to the top five (5) ranked firms.

FISCAL IMPACT:

N/A (Dependent on individual task orders)

ATTACHMENTS:

Selection Committee final scores and ranking

RFQ No. 24-001

All submitted qualification statements

RECOMMENDATION:

Approve the recommendation of the Selection Committee and authorize staff to initiate negotiations with the top five (5) ranked firms in accordance with RFQ No. 24-001 for Continuing Professional Consulting Services (CCNA).