



Public Works
Department

June 10, 2015

Shortlist Engineering Firms:

Calvin, Giordano & Associates
560 Village Boulevard, Suite 340
West Palm Beach, Florida 33409

Chen-Moore & Associates
500 Australian Avenue South, Suite 530
West Palm Beach, Florida 33401

McLeod-McCarthy & Associates, P.A.
1655 Palm Beach Lakes Boulevard, Suite 712
West Palm Beach, Florida 33401

Dear Applicants,

**Subject: Town of Lake Park Professional Consulting Services; RFQ No. 103-2015
Packet Submittal Deadline for Public Presentation**

On behalf of the Town I want to thank you for your interest in the continuing Professional Consulting Services RFQ process. Your firm has been shortlisted for further evaluation during a public meeting to be held June 30, 2015 at 1:30 p.m. in the Town Hall Commission Chambers, 535 Park Avenue.

With reference to the RFQ 103-2015, ARTICLE VI. QUALIFICATIONS EVALUATION METHOD, the short-listed firms will be allowed approximately one week from the date of notification to prepare and submit a comprehensive presentation of qualifications and to provide seven (7) hard copies (and one CD) elaborating on the firm's qualifications to provide services as described in Article I-A and criteria as described in Article III.

The Presentation of Qualifications packet must be submitted to the Town Clerk's office by June 19, 2015, no later than 3:00 p.m.

Your presentations should not exceed 20 minutes and be prepared to answer questions from the six members of the Evaluation Committee at the public meeting to be held on June 30th. The presenters will proceed in alphabetical order and we request that the last two firms remain outside the Commission Chambers until after they have made their presentations. The following is the presentation schedule:

Calvin-Giordano & Assoc.	1:30 pm	Chen-Moore & Assoc.	2:15 pm
McCleod-McCarthy & Assoc.	3:00 pm		

The final rankings will be submitted by the Evaluation Committee and read into the record immediately after the three presentations.

The Evaluation Committee has requested that your submittals expand upon the evaluation criteria and your firm's experience specific to the needs of the Town's Community

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Development and Public Works Departments. We are interested in hearing about your abilities to handle some of the following issues that the Town must address on a regular basis:

- Provide your firm's understanding of the site plan review process as it specifically relates to the fields of civil engineering, traffic engineering, National Pollution Discharge Elimination System (NPDES) site plan requirements, surveying, and landscape architecture (substantial review) and electrical engineering (for secondary review purposes).
- Availability/Workload: Does your firm currently have long term projects that could take precedence over Town projects? Would your current staffing levels allow your firm to provide a rapid turnaround time for site plan reviews, including all trade reviews not done in-house?
- Describe the delivery methods your firm uses or could use for pick-up/drop-off of packets and comments to Town staff when time is of the essence.
- Describe your firm's approach in maintaining effective communication both internally and with municipal staff members; what are your expectations of the Town in order to maintain quality, two-way communications?
- Describe your firm's knowledge of FEMA flood maps and your Geographic Information Systems (GIS) capabilities.
- Provide details of GIS programs you have created for clients for cataloging underground utilities, street sign, street light, and tree inventories, and NPDES maintenance records.
- Describe your Quality Assurance / Quality Control protocols including oversight of sub-consultants' work.
- Describe how your firm would study, report, and provide engineering estimates for stormwater line remediation, right-of-way repairs (I.e., pavement, curb, gutter, and sidewalk elements), and landscaping renovations.
- Detail your experience preparing Master Plans for roadway and stormwater improvements?
- What is your experience providing services related to NPDES annual report preparation and auditing?
- Does your firm have experience supporting a Stormwater Utility such as establishing and confirming ERU assessments, providing assistance with certification of the Non-Ad Valorem Tax Roll, and performing rate studies in support of system improvements?
- What is your experience with the Seacoast Utility Authority?

We look forward to hearing about your firm's capabilities in the above areas of interest as well as any other services you may be able to provide the Town staff in its delivery of quality services to its residents and businesses.

Respectfully yours,


David Hunt
Public Works Director

Attachment

cc: John D'Agostino, Town Manager
Nadia DiTommaso, Community Development Director
Blake Rane, Finance Director
Richard Pittman, Project Manager
Vivian Mendez, Town Clerk
Scott Schultz, Planner
Lourdes Cariseo, Chief Accountant

Town of Lake Park
Professional Consultant Services
Short List Evaluation

Max. Points	Calvin, Giordano & Assoc.	Chen-Moore & Assoc.	Engenuity group, inc.	McLeod-McCarthy & Assoc.
30 <i>Qualification and Experience of Proposer's Firm and Sub-Consultants</i>	David	25	30	20
	Nadia	12	14	27
	Richard	26	22	25
	Scott	24	30	29
30 <i>Qualifications and Experience of Consultant's "Core Team"</i>	David	30	10	20
	Nadia	27	11	24
	Richard	26	18	21
	Scott	30	30	24
30 <i>Location considerations of the firm's core team and sub-consultants and plans for maintaining effective communication with the Town:</i>	David	20	30	25
	Nadia	18	21	24
	Richard	20	25	25
	Scott	18	24	27
10 <i>Knowledge/understanding of the Town</i>	David	5	10	8
	Nadia	6	3	10
	Richard	5	3	5
	Scott	10	7	10
Total David	85	80	80	73
Total Nadia	78	59	49	85
Total Richard	88	73	68	76
Total Scott	97	79	91	90
Combined Totals	348	291	288	324