



**OFFICE OF INSPECTOR GENERAL
PALM BEACH COUNTY**

**CONTRACT OVERSIGHT OBSERVATION
(2011-O-0004)**

Sheryl G. Steckler
Inspector General

"Enhancing Public Trust in Government"

Date: September 7, 2011

To: Ruth Jones, City Manager

From: Sheryl G. Steckler, Inspector General

Subject: Riviera Beach Selection Committee:
Request for Qualifications No. 299-11: Water/Wastewater Master Plan

Office of Inspector General's Contract Oversight staff attended the Water/Wastewater Master Plan selection committee meeting on July 19, 2011, and subsequently reviewed related documentation. The following observations are noted below.

The RFQ was clear, succinct, and addressed five basic elements (who, what, when, why, and how) that should be outlined within the RFQ. The RFQ included the following sections typically associated with an RFQ: Scope of Service, the City of Riviera Beach Utility District's Responsibilities (Background), Proposed Timeline/Schedule, Requirements for Submittal, Criteria to be included in the Statement of Qualifications, Evaluation Ranking Criteria and Scoring Weight, Proposal Evaluation Process, Payment Schedule, and the Basis for Award.

Each of the five selection committee members had technical knowledge of and experience in water/wastewater supply and treatment, water distribution, and wastewater collection. The Riviera Beach Purchasing Director, who was not a member of the committee, served as the selection committee facilitator, clarified committee member questions associated with the selection process, and when necessary guided committee discussions.

Three notable aspects that enhanced the objectiveness of the selection process were the inclusion of a subject matter expert from an outside Water Utility Department on the committee, a procurement professional as the facilitator, and work sheets and scoring matrixes (attached) used in the evaluation process. Moreover, throughout the selection process, each committee member participated in robust discussions about each of the proposals. The selection process was professional and objective.

A response to this Contract Oversight Observation is not required. If you have any questions or comments, please contact Alan Russell, Director of Contract Oversight at 233-2350.

NAME OF COMMITTEE MEMBER: _____

PROPOSER/COMPANY NAME: _____

I. Demonstrated capacity to complete projects on time and within budget constraints.

Projects Completed On Time and Within Budget Constraints	Rating	Points	Score	Comment
Less Than 3	Poor	2 – 5		
4 to 6	Good	6 – 12		
7 to 9	Excellent	12 – 18		
More Than 9	Outstanding	19 - 25		

Number of projects completed on time and within budget establishes the minimum/baseline points awarded within the Rating (i.e. Good, Outstanding); actual points assigned is qualitative and includes scope and complexity of project, project budget was project completed ahead of schedule.

Each committee member shall use their best judgment to award additional points within the rating based upon the factors listed above. Committee as a whole will also discuss considerations regarding this criterion.

II. Quality and extent of experience with similar civil engineering improvement projects and related services.

Quality and Extent Of Experience With Similar Civil Engineering Improvement Projects	Rating	Points	Score	Comments
Less Than 7 Projects	Poor	2 – 5		
8 to 10	Good	6 – 12		
11 to 14	Excellent	12 – 18		
More Than 14 Projects	Outstanding	19 - 25		

Total number of projects for other similar or larger sized customers establishes the minimum/baseline points to be awarded within the rating (poor, good) actual points assigned is qualified by ancillary factors including nature/ complexity/ magnitude of work performed, length of assignments and government assignments

NAME OF COMMITTEE MEMBER: _____

PROPOSER/COMPANY NAME: _____

III. Availability, education and experience of staff to be assigned to perform required work.

Average Years Experience of Team Members	Rating	Points	Score	Comments
Less than 5 years Total Average Years Experience	Poor	1 – 5		
5 to 8 Total / Average Years Experience	Good	6 – 10		
11 to 14 Total / Average Years Experience	Excellent	11 – 14		
More Than 14 Years Total / Average Years	Outstanding	15 -20		

Total average years establishes the minimum/ base-line points to be awarded within the rating (i.e. good, excellent) actual points to be assigned is a function of the ancillary factors which include but are not limited to considerations of education, professional designations, quality and variety of professional projects executed.

Each committee member shall use their best judgment to award additional points within the rating based upon the factors listed above. Committee as a whole will also discuss considerations regarding this criterion.

NOTES: _____

NAME OF COMMITTEE MEMBER: _____

PROPOSER/COMPANY NAME: _____

IV. Amount of practical work experience in relation to required work assignments.

Number of Similar Work Assignments	Rating	Points	Score	Comments
Less than 3	Poor	2 – 5		
3 to 4	Good	6 – 12		
5 to 7	Excellent	12 – 18		
More Than 7	Outstanding	19 - 25		

Number of similar projects establishes the minimum/ base-line points to be awarded within the rating (i.e. excellent, outstanding); actual points assigned is dependent on the complexity, scale and scope of projects listed.

Each committee member shall use their best judgment to award additional points within the rating based upon the factors listed above. Committee as a whole will also discuss considerations regarding this criterion.

V. Amount of work to be performed with in-house staff:

Work Performed in house	Points	Score	Comments
65% or greater	10		
Less than 65%	5		

NAME OF COMMITTEE MEMBER: _____

PROPOSER/COMPANY NAME: _____

VI. M/WBE Participation:

Level M/WBE Participation	Points	Score	Comments
M/WBE owned	20		
Exceeding 15%	15		
Meets 15%	12		
8% to 15%	9		
Less than 8%	6		

VII. Bonus Points: (Local Participation):

Office Location	Points
Within Palm Beach County	15
Within Florida	8
Outside State	5

NAME OF COMMITTEE MEMBER: _____

PROPOSER/COMPANY NAME: _____

CAPACITY TO COMPLETE PROJECTS ON TIME/WITHIN BUDGET

CUSTOMER NAME	PROJECT DESCRIPTION	ENGINEER'S ESTIMATE	ACTUAL CONSTRUCTION COST	COMPLETED ON TIME (YES/NO)

PRACTICAL WORK EXPERIENCE REALITIVE TO REQUIRED WORK ASSIGNMENTS

CUSTOMER NAME	PROJECT DESCRIPTION	PAGE NUMBER

NAME OF COMMITTEE MEMBER: _____

PROPOSER/COMPANY NAME: _____

QUALITY AND EXTENT OF EXPERIENCE WITH SIMILAR PROJECTS

CUSTOMER NAME	PROJECT DESCRIPTION	YEAR COMPL

CRITERIA	<u>PERCENTAGE %</u>	PAGE NUMBER
Work performed W/in-house staff		
MBE Participation		
Local Participation		

NAME OF COMMITTEE MEMBER: _____

<p>PROPOSER/COMPANY NAME: _____</p> <p>DATE COMPANY ESTABLISHED: _____ LOCATION: _____</p>
--

Sub- Consultants	Specialty	WMBE / Certification Provided

Education and Experience of Staff to be Assigned to Perform Work

Staff Member	Education/ Professional Credentials (Degree/PE)	Experience	Total Years
Total Years Experience			
Average Years Experience			

