

**SUMMARY OF POINT SYSTEMS RECOMMENDED FOR
SHORT LISTING AND FINAL SELECTION OF A/E FIRMS**

CRITERIA	POINT VALUE	
	<u>FINAL SELECTION</u>	<u>SHORT LIST</u>
<u>Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the technical requirements of the project. Maximum points:</u>	35	50
Areas of consideration in the evaluation:		
Professional qualifications of proposed project team to perform subject work; Demonstrated knowledge of design criteria for similar projects; Demonstrated past performance of the firm in completing similar projects; Demonstrated past performance of the project team in completing similar projects.		
<u>Approach to the project, understanding of the project and quality of the presentation, including meeting time/budget requirements. Maximum Points:</u>	35	20
Areas of consideration in the evaluation:		
Demonstrated understanding of the project and County's goals and objectives; Demonstrated innovation in project approach; Demonstrated ideas for cost-effectiveness; Quality and clarity of presentation/written response to the public announcement; Demonstrated ability to meet time/budget constraints.		
<u>Volume of previous work awarded by the County. (See Attachment 2 for calculation method)</u>	10	10
<u>Location of the firm's offices where work will be accomplished.</u>	10	10
<u>SBE and/or Minority/Women participation.</u>	10	10

LOCAL PREFERENCE:

Method of determining points for location of work product of the team:

Considering the entire project, up to ten (10) points may be awarded to a team, whether performed by the prime consultant, one or more sub-consultant(s), or both, based on the cumulative percent total of work that will be performed by personnel located within Palm Beach County. All consultants and/or sub-consultants shall submit, with their proposal, ***evidence of Palm Beach County location and*** a written statement (A letter of intent@), indicating the percent participation that each consultant and/or sub-consultant of the team is proposing to perform in the County. The County make take whatever action necessary to verify this information. Firms shall also clearly indicate the percentage of work that will be performed by the local office(s) and the percent of work (if any) that will be performed by offices outside of Palm Beach County. A minimum local participation of greater than 25% of the project total is required for the team to receive points in this category.

The Short List or CCNA A/E Committee may adjust the percentage of work indicated in the submittal if it is determined that the percentage is not reasonable.

Points, ranging from 0 to 10, will be awarded based on the total percent of local participation proposed by the team. A team participation of 25% or less will be awarded zero (0) points.

POINTS - between zero and ten (10) points will be awarded by the short-list and selection committee.

NO ROUNDING WILL BE ACCEPTED

ALLOCATION OF POINTS FOR PARTICIPATION

Less than or equal to	25 percent	0 Points
> 25 percent Less than or equal to	32 percent	1 Point
> 32 percent Less than or equal to	40 percent	2 Points
> 40 percent Less than or equal to	47 percent	3 Points
> 47 percent Less than or equal to	55 percent	4 Points
> 55 percent Less than or equal to	62 percent	5 Points
> 62 percent Less than or equal to	70 percent	6 Points
> 70 percent Less than or equal to	77 percent	7 Points
> 77 percent Less than or equal to	85 percent.....	8 Points
> 85 percent Less than or equal to	92 percent	9 Points
> 92 percent Less than or equal to	100 percent	10 Points

SMALL AND MINORITY/WOMEN BUSINESS ENTERPRISE:

Method of determining points for SBE and/or M/WBE project team participation:

*SBE and or M/WBE participation shall not exceed ten (10) percent of the total amount of possible points awarded. Ten (10) points are awarded to the firm if the prime consultant is a certified **SBE and/or** M/WBE and at least 51% of the job will be performed by the prime.*

ALLOCATION OF POINTS FOR SBE and M/WBE TEAM PARTICIPATION

SBE Participation: Five (5) points maximum. These points may be awarded in conjunction with M/WBE points below.

Less than or equal to		15 percent	0 Points
>15 percent	Less than or equal to	30 percent	3 Point
>30 percent	Less than or equal to	45 percent	4 Points
>45 percent			5 Points

M/WBE Participation: Five (5) points maximum. These points may be awarded in addition to SBE points above. Total points for M/WBE (Non-Black) and M/WBE (Black) participation may not exceed 5 points.-

M/WBE (Non-Black)

Less than or equal to		10 percent	0 Points
>10 percent	Less than or equal to	20 percent	1 Point
>20 percent	Less than or equal to	30 percent	2 Points
>30 percent	Less than or equal to	40 percent	3 Points
>40 percent	Less than or equal to	50 percent	4 Points
>50 percent			5 Points

M/WBE (BLACK) PARTICIPATION

Less than or equal to		5 percent	0 Points
>5 percent	Less than or equal to	10 percent	1 Point
>10 percent	Less than or equal to	15 percent	2 Points
>15 percent	Less than or equal to	20 percent	3 Points
>20 percent	Less than or equal to	25 percent	4 Points
>25 percent			5 Points

NOTE: A firm is eligible to receive additional points in both the SBE and M/WBE categories. Points may be adjusted, if necessary for Federal Project/contract.

**PALM BEACH COUNTY
VOLUME OF PREVIOUS WORK
SELECTION CRITERIA**

The APPLICANT: list all adjusted* fees for contracts awarded by Palm Beach County for ALL offices and, indicate total adjusted fees executed for the periods noted below. Also the applicant must include estimated projected fees for projects of the firms that have been selected but not yet received a contract.

Applicants must provide the same current fee information for all sub-consultants that will be used on the applicable project. Sub-consultant fees will be combined with those of the prime consultant when computing the adjusted fee to be considered.

**ADJUSTED FEES OF APPLICANT LISTED ACCORDING TO DATE OF AGREEMENTS
FOR THE PERIODS NOTED.**

<u>PERIOD</u>	<u>TOTAL ADJUSTED FEE</u>	<u>FACTOR</u>	<u>FEE CONSIDERED</u>
(1) Current Fiscal Year (Oct. 1 - Sept. 30)	\$	x 1	\$
(2) Previous Fiscal Year (Oct. 1 - Sept. 30)	\$	x 0.75	\$
(3) Fiscal Year Once Removed (Oct. 1 - Sept. 30)	\$	x 0.50	\$
(4) Fiscal Year Twice Removed (Oct. 1 - Sept. 30)	\$	x 0.25	\$
TOTAL FEE CONSIDERED			\$ _____

*** ADJUSTED FEES -**

1. Fees rendered to the consultant by Palm Beach County minus fees sub-contracted out by the consultant plus fees for which the consultant is a sub-contractor.
2. The accuracy of the information provided on this form will be considered in the evaluation of the applicant. At the discretion of the Committee, up to five (5) points will be deducted from the overall score for any inaccuracies.

**VOLUME OF PREVIOUS WORK
POINTS EARNED**

Points	Total fee Considered
10	$AF < \$100,000$
9	$\$100,000 \leq AF < \$200,000$
8	$\$200,000 \leq AF < \$300,000$
7	$\$300,000 \leq AF < \$400,000$
6	$\$400,000 \leq AF < \$600,000$
5	$\$600,000 \leq AF < \$800,000$
4	$\$800,000 \leq AF < \$1,100,000$
3	$\$1,100,000 \leq AF < \$1,400,000$
2	$\$1,400,000 \leq AF < \$1,700,000$
1	$\$1,700,000 \leq AF < \$2,000,000$
0	$AF \geq \$2,000,000$

Points will be awarded based on the percentage of proposed participation, by prime or sub-consultant, times the individual team firm's total fee considered. The total volume of previous work to be considered for points shall be the summation of the individual team members' total fee considered times the percentage of involvement in the project of the individual team members (i.e. - Prime volume(70%) + Sub 1 volume(10%) + Sub 2 volume(10%) + Sub 3 volume(10%) = total volume).

The Committee may adjust the percentage of participation of a firm indicated in the submittal if it is determined that the percentage is not reasonable. The adjusted percentage shall be used to determine the points awarded to the team.

The Committee shall include, in the dollar volume associated with a firm, an estimate of work for which the firm has been selected, but for which a contract has not been formally awarded, if not already included in submittal.

Reference may be made to the County's Fees Considered website @ <http://pbcgov.com/RoadwayConFees/>. This site should not be used as a sole reference.

The Short List Committee structure will vary depending upon the type of services requested. For Engineering and not listed Department projects, the Short List Committee will consist of a quorum of five members, or their designated representatives, as follows:

1. Deputy County Engineer;
2. Assistant County Engineer;
3. Director, Roadway Production;
4. Director, Traffic;
5. Director, Land Development;
6. Special Projects Manager, Roadway Production
7. Director, Construction Coordination;
8. Director, Engineering Services;
9. Director, or Representative of the User Department(s).
10. Director, Office of Small Business Assistance.

For Facilities projects, the Short List Committee will consist of a minimum of five Committee members, or their designated representatives, as follows:

1. Director, Capital Improvement Division;
2. A project manager from Facilities Development and Operations;
3. Director or Representative of user Department;
4. Director of the Traffic Division;
5. Director, Building Division of Planning, Zoning and Building;
6. Director, Land Development, Engineering Department
7. Director, Office of Small Business Assistance

For Water Utilities Department projects, the Short List Committee will consist of a minimum of five of the following members, or their designated representatives, as follows:

1. Director, Engineering Division;
2. Senior Registered Engineer;
3. Wastewater Engineer;
4. Water Engineer;
5. Assessment Engineer;
6. Program Policy Coordinator.
7. Director, Office of Small Business Assistance

For the Environmental Resources Management projects, the Short List Committee will consist of a minimum of four of the following members, or their designated representatives, as follows:

1. Director, Department of Environmental Resources Management;
2. Director, Environmental Enhancement and Restoration Division;
3. Registered Engineer, Environmental Enhancement and Restoration Division;
4. Deputy, or Assistant County Engineer;
5. Director Engineering Services Division, Engineering Department.
6. Director, Office of Small Business Assistance

For the Department of Airports, the Short List Committee will consist of a minimum of four of the following members, or their designated representatives, as follows:

1. Director, Department of Airports;
2. Deputy Director, Planning and Community Affairs;
3. Manager, General Aviation Airports;
4. Director of Planning;
5. Director of the Division originating the project;
6. Airports S/DBE Manager or Director of Office of Small Business Assistance.

The Department requesting professional services shall have the authority to add members to a Short List Committee in order to match project demands with appropriate Staff expertise.

**PALM BEACH COUNTY
NOTICE**

Pursuant to Florida Statutes 287.055, **NOTICE** is hereby given that Palm Beach County requires professional services as follows:

Pursuant to the Palm Beach County Code, Section 2-80-21 – 2-80-34, the County will provide contracting opportunities for SBEs and also desires to provide contracting opportunities for M/WBEs in the area of professional services pursuant to Section 287.055, Florida Statutes, as amended, known as the "Consultant's Competitive Negotiation Act" (CCNA).

Palm Beach County's minimum SBE goal is 15%.

Additional information pertaining to this project can be obtained from the Department.

In addition, any firm or individual, as prime consultant or sub-consultant desiring to provide professional services to Palm Beach County must first be CCNA certified with the Engineering and Public Works Department as qualified pursuant to law, and in accordance with the most recent administrative procedures for awarding of consulting contracts adopted by Palm Beach County.

This **NOTICE** given by the Board of County Commissioners in regular session this ____ day of _____, 200__.

**BOARD OF COUNTY COMMISSIONERS
OF PALM BEACH COUNTY**

_____, **CLERK AND COMPTROLLER**

BY: _____
Deputy Clerk

**PALM BEACH COUNTY
NOTICE**

Pursuant to Florida Statutes 287.055, Notice is hereby given that Palm Beach County requires professional services on the following project:

ALL ENGINEERING / ARCHITECTURAL / LANDSCAPE ARCHITECTURAL/SURVEYING & MAPPING SERVICES REQUIRED FOR THE PREPARATION OF PLANS AND SPECIFICATIONS COMPLETE FOR FORMAL ADVERTISING AND RECEIPT OF BIDS/STUDY/REPORT FOR _____, PALM BEACH COUNTY, FLORIDA.

Consultants interested in this project are required to furnish one copy of their proposal no later than 4:00 P.M., _____, 200 _ with the following:

- 1) Letter of Interest (4 pages maximum) including reference to this Notice.**
- 2) GSA Form SF 330, to include those personnel within your firm, or sub- consultants who have expertise in the following categories:**
- 3) A completed Prime Consultant Questionnaire.**
- 4) A completed sub-consultant Letter of Intent to Perform and questionnaire (for each consultant).**
- 5) SBE Schedules 1 and 2**

Relevant forms may be obtained by contacting the Roadway Production Division at 561-684-4150 or at <http://www.pbcgov.com/eng/CCNA forms.htm>

Note: In accordance with Ordinance 2003-18, Section 5: “**Cone of Silence**” hereby applies and shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation, and is defined as the prohibition on any communication, except for written correspondence, regarding a particular Request for Proposal, Request for Qualification, bid, or any other competitive solicitation between any person or person’s representative seeking an award from such competitive solicitation, and/or any County Commissioner or Commissioner’s staff, or any employee authorized to act on behalf of the Commission to award a particular contract and shall terminate at the time the Board, or a County Department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which end the solicitation.

The proposals should be sent to:

Department
Division
West Palm Beach, FL 33406

Pursuant to the Palm Beach County Code Section 2-80-21 – 2-80-34, the County will provide contracting opportunities for SBEs and also desires to provide contracting opportunities for M/WBEs in the area of professional services pursuant to Section 287.055, Florida Statutes, as amended, known as the "Consultant's Competitive Negotiation Act" (CCNA). The SBE goal for this project is a minimum of 15% participation.

Additional information pertaining to this project can be obtained from the _____ Department, _____ Division (____ - ____ - _____) ____

In addition, any firm or individual, as prime consultant or as a sub-consultant, desiring to provide professional services to Palm Beach County must first be CCNA certified **with the Engineering and Public Works Department** as qualified pursuant to law, and in accordance with the most recent administrative procedures for awarding of consulting contracts adopted by Palm Beach County.

In accordance with F.S. 287.133 (2) (a), persons and affiliates who have been placed on the convicted vendor list may not submit bids, contract with or perform work (as a contractor, supplier, subcontractor or consultant) with any public entity (i.e. Palm Beach County) in excess of Ten Thousand Dollars (or such other amount as may be hereafter established by the Florida Division of Purchasing in accordance with F.S. 287.017) for a period of 36 months from the date of being placed on the convicted vendor list.

This Notice given this _____ day of _____, 200 ____ . PALM BEACH COUNTY, _____ DEPARTMENT

BY: _____ DIRECTOR, _____ DEPARTMENT

**PUBLISH: THE PALM BEACH POST
SUNDAY: _____, 200 ____
_____, 200 ____**

EVALUATION FORM

PROJECT : _____

PROJECT NO. _____

R A T I N G

MAXIMUM SCORE

		<u>CONSULTANT</u>	<u>CONSULTANT</u>	<u>CONSULTANT</u>
50	Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the technical requirements of the project.	_____	_____	_____
20	Approach to the project, understanding of the project and quality of presentation, including meeting time/budget requirements.	_____	_____	_____
10	Volume of previous work awarded by the county over the past four (4) years. (The firm with the most work receives the lowest score.)	_____	_____	_____
10	Location of the firm's offices where work will be accomplished.	_____	_____	_____
10	<u>SBE and/or</u> Minority/Women participation.	_____	_____	_____
	TOTAL	_____	_____	_____
	RANKING	_____	_____	_____

EVALUATOR (SIGNATURE)

EVALUATOR (PRINTED)

_____, 200 ____ SHORT LIST COMMITTEE MEETING

PALM BEACH COUNTY, FLORIDA

EVALUATION FORM

PROJECT: _____ PROJECT NO. _____

R A T I N G

MAXIMUM SCORE

		<u>CONSULTANT</u>	<u>CONSULTANT</u>	<u>CONSULTANT</u>
35	Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the technical requirements of the project.	_____	_____	_____
35	Approach to the project, understanding of the project and quality of presentation, including meeting time/budget requirements.	_____	_____	_____
10	Volume of previous work awarded by the county over the past four (4) years. (The firm with the most work receives the lowest score.)	_____	_____	_____
10	Location of the firm's offices where work will be accomplished.	_____	_____	_____
10	SBE and/or Minority/Women participation	_____	_____	_____
TOTAL RANKING		_____	_____	_____

EVALUATOR (SIGNATURE)

EVALUATOR (PRINTED)

_____, 200__ SELECTION COMMITTEE MEETING

PALM BEACH COUNTY, FLORIDA