



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Solicitation Request Form

(Over \$25,000)

(Use for informal bids and formal Bids, RFPs, RLLs, RFQs)

CITY OF HOLLYWOOD
PROCUREMENT SERVICES
DIVISION
2017 JUN 13 PM 3:17

Date 6/13/2017

Department/Office Development Services

Division/Area Parking

Contract Administrator Hal King

Title Parking Administrator

Phone 954-921-3535

Email hking@hollywoodfl.org

1. Product/Service being requested (be specific.) Parking study for Barrier Island/Lakes Community

2. Detailed description of the products/services function and purpose. Provision of a comprehensive parking study to properly address parking issues relevant to the Barrier Island and surrounding neighborhoods being impacted by beach parking issues.

Are there alternative products/services capable of performing the required function? No

3. Has this product/service previously been formally solicited by the City of Hollywood?

Yes No Unsure

If yes, please provide previous solicitation number. RFP-4357- 13-JE

4. Has this product/service previously been formally solicited by another government agency?

Yes No Unsure

If yes, please provide details and copy if available. _____

5. Total estimated cost of the requested product/service? Approximately, \$80,000.00

Has this cost been approved in your budget? Yes No

Procurement Service Division use only

Requisition # R
BPO _____
(As Applicable)

Purchase Order # P
(As Applicable)

Blanket Purchase Order #
(As Applicable)

(Revised 9/2015)

RFP-4559-17-JE

If yes, provide Account Number (s.) 46.1150.00000.545.003117 _____

6. Formal Solicitations must be advertised for a minimum of 10 (ten) days and typically not more than 30 (thirty) days. How long is the Department/Office requesting to advertise this solicitation? 30 Days

7. Is a pre-bid meeting required? Yes No

If yes, are you requesting it to be mandatory? Yes No

8. Project location? Hollywood Beach (Barrier Island)

9. Completion Time: Final completion of this project shall be in 180 calendar days once a Notice To Proceed (NTP) is given to the awarded vendor.

10. Are you requesting this formal solicitation require liquidated damages (liquidated damages are not penalties, they should represent the amount of monies the City will incur/lose if the project is not completed in require time?)

Yes No

11. Please list any special licenses or certification require to bid. _____

12. Are there any outside entities assisting with this solicitation (i.e. Architect, Consultant, etc?)

Yes No

If yes, please provide the information:

Entity _____ Contact Person _____

Phone _____ Email _____

13. Are there attachments associated with this request? Yes No

14. Would this purchase(s) result in the potential of future purchases for related products/services being restricted to a particular vendor or create a specific vendor as sole source provider for related items?

Yes No

If yes, please describe the related products/services and estimated cost(s.)

15. Would this purchase(s) result in any future maintenance costs which are not included in the initial purchase?

Yes No

If yes, please attach a draft maintenance plan which includes cost estimates and funding source(s.)

16. Is this a grant related purchase? Yes No

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Oder # _____
(As Applicable)

If yes, please provide details (timeline, expiration dates, milestones, special procurement requirements, etc.) _____

Will this require matching funds? Yes No

What is the grant source? _____

What is the grant (dollar) amount? _____

17. Does this solicitation for product/service work in conjunction with any other Department/Office or will it impact any other Department/Office? Yes No

If yes, please provide details on Department/Office and how. _____

Signature(s) below of other Department/Office Director(s) indicates they have reviewed and agree to this Request Form.

Signature

Department/Office

Signature

Department/Office

18. Please provide the names of suggested evaluations committee member:
(NOTE: Committee members shall not be direct reports.)

19. Please provide any specific vendor(s) to be included in the notification of these solicitations.
Walker Parking Consultants, 4904 Eisenhower Boulevard, Suite 150 Tampa, FL 33634; PH 813-888-5800;
john.bushman@walkerparking.com

Desman Associates, 2881 East Oakland Park Boulevard, Suite 209, Fort Lauderdale, FL 33306; PH 954.315.1797; cluz@desman.com

Tim Haahs and Associates, 40 NW 3rd St #1102, Miami, FL 33128; PH (305) 592-7123; info@timhaahs.com

Rich and ASsociates, 18854 N. Dale Mabry Hwy., Lutz, FL 33548; PH 813 949 9860 - *David - dnrich@richassoc.com*

Kimley-Horn & Associates Inc., 600 N Pine Island Rd #450, Plantation, FL 33324; PH (954) 739-2233; services@kimley-horn.com

Carl Walker, Inc., 5136 Lovers Lane, Suite 200, Kalamazoo, MI 49002; PH 269-381-2222; gcudney@carlwalker.com

Nelson\Nygaard Consulting, 1315 Peachtree Street NE, Atlanta, GA 30309; PH 678-278-1730 info@nelsonnygaard.com

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Oder # _____
(As Applicable)

To be completed by Procurement Services Division upon award recommendation

Advanced search of the vendor recommended for award on the Federal Government's Systems for Award Management at www.sam.gov.

Date of Advanced Search _____

Company Name(s) Searched _____

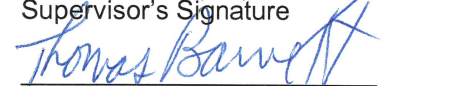
Search Results _____


Contract Administrator Signature


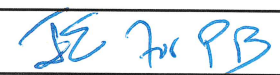
6/13/17
Date


Supervisor's Signature

6/13/17
Date


Director's Signature

6-13-17
Date

APPROVAL (Procurement Service Division Use Only)			
Verified By:		Date	<u>10/10/17</u>
Approved By:		Date	<u>10/10/17</u>

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)

RFP-4559-17-JE

BARRIER ISLAND PARKING STUDY

Evaluation Meeting Held: September 27, 2017

Evaluation Matrix

Proposers: Evaluation Committee Members:	Tim Haahs	Walker Parking Consultants, Inc.	
Hal King	100	90	
Jorge Alarcon	85	89	
Ivan Cabrera	89	95	
Totals	274	274	
Rankings	1	1	

Rankings: lowest score ranked highest from 1 - 2

RFP-4559-17-JE

Barrier Island Parking Study

Evaluation Meeting Held: September 27, 2017

**Oral Presentations
Evaluation Matrix**

Proposers:	Tim Haahs	Walker Parking Consultants		
Evaluation Committee Members:				
H. King	2	1		
J. Alarcon	2	1		
I. Cabrera	2	1		
Totals	6	3		
Rankings	2	1		

Rankings: Lowest Total = Highest Ranked