

TOWN OF DAVIE
TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Herb Hyman/797-1016

PREPARED BY: Herb Hyman/797-1016

SUBJECT: Resolution

AFFECTED DISTRICT: All

ITEM REQUEST: **Schedule for Council Meeting**

TITLE OF AGENDA ITEM: SELECTION OF FIRM - A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE FIRM OF ACAI ASSOCIATES, INC. TO DESIGN AND LOCATE BUS SHELTERS AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AN AGREEMENT FOR SUCH SERVICES. (tabled from July 16, 2008)

REPORT IN BRIEF: The Town solicited competitive sealed proposals to design and locate bus shelters. RFP documents were sent to eighty-three (83) prospective proposers. Additionally, the bid was advertised statewide in Florida Bid Reporting and nationally in BidNet and also posted on the Town's web site. The Town received five (5) responses. The selection committee short listed the top three (3) firms and invited them to make an oral presentation. Upon hearing the oral presentation from the three (3) firms, the selection committee ranked the firms in order of preference. Therefore, the recommendation is for ACAI Associates, Inc. as the top ranked firm in accordance with the ranking totals attached hereto.

PREVIOUS ACTIONS: Council tabled this item from the July 16th meeting to determine if this item conflicts with the E.A.S.E. franchise.

CONCURRENCES: The firm of ACAI Associates, Inc. was chosen by the selection committee.

FISCAL IMPACT: Yes

Has request been budgeted? Yes

If yes, expected cost: To be negotiated with the highest ranked firm.

Account Name: Development Services Contractual Services Account

Additional Comments: The negotiated contract will be submitted to the Town Council for approval at a future meeting date.

RECOMMENDATION(S): Motion to approve the resolution.

Attachment(s): Procurement Authorization, Selection Committee Rankings, Incorporation information

MEMORANDUM

Department of Budget and Finance

To: Barbara McDaniel, Assistant Town Clerk

From: Herb Hyman, CPPB, Procurement Manager

Through: William Ackerman, Budget and Finance Director

Date: August 12, 2008

Subject: Design and Locate Bus Shelters

Staff is requesting that the above referenced item (item 4.23) be withdrawn from the August 20, 2008 agenda. This item would be in conflict with the existing E.A.S.E. franchise.