



**CITY OF PORT ST. LUCIE**  
**Procurement Management Division**



DATE: September 27, 2023

TO: Mr. Jesus Merejo, City Manager

VIA: Kristina Ciuperger, Deputy City Manager *KC*  
Caroline Sturgis, Director, Office of Management & Budget, and Procurement *CS*  
Nathaniel Rubel, Assistant Procurement Director *NR*

FROM: Michelle Fentress, Procurement Contracting Officer I *mf*

SUBJECT: Request for Proposals (RFP) for CEI Services for Westport Wastewater Treatment Facility Nutrient Reduction Project – RFP # 20230044

Mr. Merejo,

The Procurement Management Division (PMD) issued an RFP to select an Engineering Firm for CEI Services for the Westport Wastewater Treatment Facility Nutrient Reduction project. There were 1,507 suppliers notified via DemandStar with 14 firms downloading the documents. The bid opening was extended an additional two weeks in an attempt to generate more interest in the project. Hazen & Sawyer was the only firm who submitted a proposal, which was subsequently deemed responsive.

Per Section 9.06 of the Purchasing Policy and Procedure Manual, it states that if less than 3 firms submit proposals, the City Manager must make the decision on whether to proceed with the evaluation and selection process or re-advertise the solicitation. PMD would like the City Manager to provide a determination on whether to proceed with the responsive firm or re-advertised the solicitation.

This important project is to provide engineering services during the construction of the Westport Wastewater Treatment Facility Nutrient Reduction Improvements project. Construction of the new wastewater treatment facilities is estimated to begin in January 2024.

This is the excerpt from the City's Purchasing Policy and Procedure Manual found on page 56, Section IX Contracting for Professional Services, Subsection 9.06, labeled "LESS THAN THREE FIRMS":

**"9.06 LESS THAN THREE FIRMS**

*In the event less than three (3) firms express an interest in a project or less than three (3) firms are deemed qualified by the Competitive Selection Committee, then the City Manager shall make a determination as to whether to proceed with the lesser number of firms. If the decision is to re-advertise, and after subsequent*

advertisement, three (3) firms still cannot be qualified, then the City shall proceed hereunder with the firms qualified."

Approved / Not Approved

 \_\_\_\_\_ 9/28/23

Jesus Merejo, City Manager

Date

\* more firms with one firm.