



MEMORANDUM  
from the  
PROCUREMENT DEPARTMENT

RECEIVED

TIME \_\_\_\_\_

JAN 23 2015

CITY OF FT. PIERCE  
CITY MANAGER'S OFFICE

TO: Nick Mimms, Deputy City Manager  
THROUGH: Gelencia Carter, Purchasing Manager  
FROM: Georgia Montgomery, Purchasing Specialist  
SUBJECT: RFP No. 2015-027 ~ Oaks at Moore's Creek Redevelopment Phase II  
DATE: January 23, 2015

Attached is the tabulation sheet for the above referenced proposal along with a copy of the proposal submitted, the additional copies are in the file. The file is available for review in the Procurement Department.

**The invitation was sent to 667 vendors. Twenty four (24) vendors requested specifications with one (1) responding (4.16 %) plus 0 "No Bid" (4.16 % total response).**

The next step in this process is to assign roles to the Evaluation Committee for ranking of the proposals. The following are roles that need to be assigned, if applicable to the project scope of work:

1. **Team Leader:** Sets up team, coordinates strategies, sets timetables, assigns roles.
2. **Project Manager:** Person or representative from department involved in service.
3. **Financial Analyst:** Price and Cost Analyst to compare proposals and check financial data. Finance Staff member is recommended.
4. **Technical Advisor(s):** References, licensing, background checks, local preference, etc.
5. **Committee Member:** Evaluates the solicitation and will cast a vote, entire team excluding Purchasing representative.

As the end user department for this proposal, you would assume or assign the role as Team Leader. A representative from Purchasing will serve as the *Committee Liaison*, (chair the evaluation meetings) and should be present for the meetings, including the initial start-up meeting.

Please respond to the Procurement Department for recommendation of award.

Expiration date is March 23, 2015. Commission approval must be completed by this date.

/gm

Attachment

**CITY OF FORT PIERCE  
TABULATION OF BIDS**

"Offers from the vendors listed herein are the only offers received timely as of the above opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late."

<b>RFP ON:</b>	<b>Oaks at Moore's Creek Redevelopment Phase II</b>
<b>RFP NUMBER:</b>	<b>2015-027</b>
<b>DATE:</b>	<b>01/22/2015</b>
<b>RECOMMENDED AWARD:</b>	<b>Pending</b>

<b>RESPONSE</b>
1 of 24 = 4.16 %
Total = 4.16 %

<b>VENDOR</b>
Stuart & Shelby Development Delray Beach, FL

**PLEASE NOTE: COMMISSION MEETINGS ARE HELD THE FIRST AND THIRD MONDAY OF EVERY MONTH. CALL THE PURCHASING DEPARTMENT WEDNESDAY PRIOR TO THE MEETINGS FOR RECOMMENDATION OF AWARD.**