

FORT PIERCE ANIMAL SHELTER OPERATIONS MANAGEMENT AND LEASE OF FACILITY

Request for Proposals No. 2020-004

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OVERVIEW

- ▶ At the direction of the City Commission, staff initiated legal proceedings to terminate the lease of the Savannah Road shelter facility.
 - ▶ The Humane Society has been sent notice of deficiencies in relation to the lease and given the prescribed time to remedy the violations.
 - ▶ Due to their failure to fully comply the deficiencies, the Humane Society was sent a notice to vacate the building.
 - ▶ Staff continues to move forward with legal remedies to officially terminate the lease and retake possession of the property.
- ▶ Staff has prepared an RFP for the lease of the property and operational management of the animal shelter, which is contingent upon the successful termination of the lease.

INPUT & COMMENTS

- ▶ The Request for Proposal was reviewed by both St. Lucie County and Port St. Lucie Legal Departments and many of their suggestions have been incorporated.
- ▶ Comments from the City Commission have also been included in the proposed draft.

RFP HIGHLIGHTS

- ▶ Operation of the animal shelter is to service the entire St. Lucie County area, both incorporated and unincorporated.
- ▶ The operator is to provide low cost veterinarian services to pet owners.
- ▶ Appropriate and necessary care is to be provided to all impounded animals.
- ▶ The facility is to operate in a fiscally responsible manner focusing on fundraising, volunteers, community outreach and adoptions.

RFP PROPOSED TIMELINE

- ▶ Week of October 7, 2019
 - ▶ Approval of the City Commission to move forward.
 - ▶ Finalize RFP with any amendments.
 - ▶ Purchasing Department prepare final document.
 - ▶ Purchasing Department prepare advertisement.
- ▶ October 17 - 25, 2019
 - ▶ Document posted on DemandStar and City website.
 - ▶ RFP is advertised on two separate dates.
 - ▶ RFP is available to the public.
- ▶ December 13, 2019
 - ▶ Deadline for submittal of sealed bids.
- ▶ December 16, 2019 through January 3, 2020
 - ▶ Proposals distributed to evaluation committee and evaluation period.
- ▶ January 20, 2020
 - ▶ Short list and recommendation presented to the City Commission.

REVIEW COMMITTEE

- ▶ Committee Members

- ▶ Option 1 – Comprised of City of Fort Pierce staff
- ▶ Option 2 – Comprised of City of Fort Pierce staff plus a Port St. Lucie representative and St. Lucie County representative
- ▶ Option 3 – Comprised of City Commission members

REVIEW CRITERIA

#	Criteria	Points
1	Proposal Overview	
2	Professional Qualifications	
3	Business Plan	
4	Adoption Program and Outreach Programs	
5	Low-cost veterinary clinic operations	
6	Financial Benefit to the City of Fort Pierce	
7	Volunteer and civic organization programs	
8	Proximity to the Area. See Section II – Locality Rating Table	25
	ANYTHING ADDITIONAL AS REQUESTED BY THE COMMISSION	

RFP SUMMARY

▶ IMPORTANT DATES

- ▶ Available to the public on October 18, 2019
- ▶ Submittal deadline on December 13, 2020
- ▶ Short list presented to the City Commission on January 20, 2020

▶ COMMISSION DECISION

- ▶ Evaluation committee composition
- ▶ Evaluation criteria