



**TO:** Paul Thomas, Building Official

**FROM:** Gelencia Carter, Purchasing Manager *G. Carter*

**SUBJECT:** RFP No. 2023-0039 ~ Annual Contract for Plan Review Services

**DATE:** June 28, 2023

Attached is the tabulation sheet for the above referenced proposal. All submittals were received via e-bid. The file is available for review in the Purchasing Division.

**The invitation was sent to 759 vendors. Twelve (12) vendors requested specifications with four (4) responding (57.14%) 0 "No Bid" (57.14 % total response).**

The next step in this process is the Evaluation Phase. The purpose of this phase is to determine whether the proposals received are responsive to RFP requirements, ranked, and determine a recommendation to award. This phase consists of identifying an Evaluation Committee, meetings, and ranking of the proposals.

The members of the Evaluation Committee will need to be identified as well as scheduling of the **initial meeting**. It is my recommendation that a committee of three or five members are selected with you acting as Team Leader. A representative from Purchasing, will serve as the Committee Liaison, and should be present for any meetings.

During the initial meeting, the following roles are suggested to be assigned, if applicable to the project scope of work and necessary to determine an awardee:

1. **Team Leader:** Sets up team, coordinates strategies, sets timetables, assigns roles along with the Project Manager.
2. **Project Manager:** Person or representative responsible for leading the entire project through initiation, planning, execution, control, and completion; representative from department involved in service.
3. **Financial Analyst:** Price and Cost Analyst to compare proposals and check financial data.
4. **Technical Advisor(s):** References, licensing, background checks, local preference, etc.
5. **Committee Member:** Evaluates the solicitation and will cast a vote.

Copies of the proposals and supporting documentation will be emailed to you and those carbon copied on this memo. Once the Evaluation Committee members have been established, they will be provided copies of each submittal.

A recommendation to award form, saved in the Purchasing R Drive will need to be complete and attached to the appropriate approving authority's document (City Manager's - Requisition or City Commission – Agenda Item).

The entire process including approval of Commission must be complete by **August 7, 2023**, which is the expiration date of the proposal and responses.

/gc

Attachment

cc: Shaun Coss, Building Department Coordinator  
Karen Murphy, Executive Assistant



## CITY OF FORT PIERCE TABULATION OF PROPOSALS

<b>RFP ON:</b>	<b>ANNUAL CONTRACT FOR PLAN REVIEW SERVICES</b>
<b>RFP NUMBER:</b>	<b>RFP NO. 2023- 039</b>
<b>DATE:</b>	06/06/23 @ 3:00 PM
<b>RECOMMENDED AWARD:</b>	Pending

<b>RESPONSE</b>
4 of 12 = 33.33%
0 "No Bids"
Total = 33.33%

"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>VENDOR</b>
<b>C.A.P. Government, Inc.</b> West Palm Beach, FL
<b>GFA International, Inc. dba Universal Engineering Sciences</b> Port St. Lucie, FL
<b>JPI</b> Melbourne, FL
<b>Willdan Engineering</b> Orlando, FL

**PLEASE NOTE:** COMMISSION MEETINGS ARE HELD THE FIRST AND THIRD MONDAY OF EVERY MONTH. CHECK THE CITY'S WEBSITE, <https://www.cityoffortpierce.com/223/Agendas-Minutes> or CALL THE PURCHASING DIVISION, (772) 467-3102, WEDNESDAY PRIOR TO THE MEETINGS FOR RECOMMENDATION OF AWARD.