



TO: Syanne Harnage, Economic Development Manager

FROM: Monica Gonzales, Purchasing Specialist *Monica Gonzales*

SUBJECT: RFQ No. 2024-005 Miscellaneous Professional Continuing Services

DATE: November 22, 2023

Attached is the tabulation sheet for the above referenced proposal. A copy of each submittal received will be sent via email. The file is available for review in the Purchasing Division.

The invitation was sent to 1539 vendors. Eighty- Eight (88) vendors requested specifications with twenty-three (23) responding (26.13%) 0 “No Bid” (26.13% 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 the RFQ 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 **January 13, 2024**, which is the expiration date of the proposal and responses.

/mg

Attachment

cc: Johnna Morris, Director of Finance
Nick Mimms, City Manager



CITY OF FORT PIERCE TABULATION OF PROPOSALS

RFQ ON:	MISCELLANEOUS PROFESSIONAL CONTINUING SERVICES
RFQ NUMBER:	RFQ 2024-005
DATE:	11/14/23 @ 3:00 PM
RECOMMENDED AWARD:	Pending

RESPONSE
23 of 88 = 26.13 %
0 "No Bids"
Total = 26.13%

"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."

VENDOR
<i>Architects Design Collaborative, LLC</i> <i>Port St. Lucie, FL</i>
<i>BCER Engineering, Inc</i> <i>Melbourne, FL</i>
<i>BEA Architects, Inc</i> <i>Miami, FL</i>
<i>Cape Design Engineering Co.</i> <i>Melbourne, FL</i>
<i>Cotleur & Hearing</i> <i>Jupiter, FL</i>
<i>CPZ Architects, Inc</i> <i>Plantation, FL</i>
<i>District Planning Group, LLC</i> <i>Fort Pierce, FL</i>
<i>Don Bergman Architecture LLC</i> <i>Fort Pierce, FL</i>

VENDOR

EXP U.S Services, Inc
Maitland, FL

GFA International, Inc dba Universal Engineering Sciences
Port St. Lucie, FL

Inspire Placemaking Collective, Inc
Orlando, FL

Jeffrey Igoe Architects, P.A.
Vero Beach, FL

Jenkins and Charland, Inc
Plantation, FL

LandDesign, Inc
Orlando, FL

MBV Engineering, Inc
Vero Beach, FL

MKDA Florida
Miami, FL

My Arquitectos, LLC
Boynton Beach, FL

Ritacco and Chan Architecture LLC
Vero Beach, FL

Royal Consulting Services, Inc
Longwood, FL

SGM Engineering, Inc
Orlando, FL

TLC Engineering Solutions, Inc
Melbourne, FL

West Architecture + Design, LLC
Lantana, FL

Zyscovich, LLC
West Palm 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.