



**CITY OF FORT PIERCE**

PURCHASING DIVISION

100 North U.S. Highway 1

Fort Pierce, FL 34950

(772) 467-3102

<https://www.cityoffortpierces.com/187/Purchasing>

Date: 4.3.25

**RECOMMENDATION FOR AWARD**

**Solicitation No:** 2025-011

**Solicitation Title:** Annual Contract for Inspection Services

**Solicitation Advertisement:** 12/16/24, 12/23/24

**Solicitation Due Date:** 1/16/25

**Award Authority:**  City Commission  City Manager  Purchasing Manager  
 Director of Finance  Planning Board  FPRA Board

**To:** Gelencia Carter, Purchasing Manager

**From:** Karen Murphy, Exec. Asst.

**Through:** Paul Thomas, CBO, CFM 

The above cited for solicitation submittal documents have been reviewed and the apparent low responsive, responsible vendor is recommended for award:

**Recommend Vendor(s) Name:** GFA dba Universal Environmental Sciences

**Initial Term Amount:** \$ 100,000.00

**Contract Terms, if applicable:** One-year Contract with Two (2) 1-year Renewal Options

Award is based on the following concurrence (s):

Vendor chosen achieved the highest ranking, we have used them successfully in the past, and they are a local company.

**RFP NO. 2025-011**  
**ANNUAL CONTRACT FOR INSPECTION SERVICES**  
**CUMULATIVE EVALUATION MATRIX**

<b>Respondents</b>	<b>Venetia Barnes</b>	<b>Shaun Coss</b>	<b>Paul Thomas</b>	<b>Total Scores</b>
<b>C.A.P. Government, Inc.</b> <i>Coral Gables, FL</i>	82	77.5	81	240.5
<b>GFA International, Inc. dba Universal Engineering Sciences</b> <i>Port St. Lucie, FL</i>	92	87.5	93	272.5
<b>Willdan Engineering</b> <i>Orlando, FL</i>	85	72.5	75	232.5

<b>CRITERIA</b>	<b>POINTS</b>
Experience and Ability of the Proposed Primary Firm	20
Facilities Equipment and Capabilities	10
Quality of Their Product Compared to Others	5
Past Performance of the Primary Firm	10
Willingness and Ability to Meet Time and Budget Requirements	10
Price	40
Location	5
<b>TOTAL</b>	<b>100</b>



THE SUNRISE CITY  
**FORT PIERCE**  
PURCHASING  
DEPARTMENT

**FORT PIERCE**  
*Florida*

**TO:** Paul Thomas, Building Official

**FROM:** Madison White, Purchasing Agent *Madison White*

**SUBJECT:** RFP No. 2025-011 – Annual Contract for Inspection Services

**DATE:** January 27, 2025

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On December 5, 2024, the Purchasing Division received specifications to go out for bid on the above subject proposal. The proposal was advertised on December 16 and 23, 2024, with a scheduled opening at 3:00 PM on January 16, 2025. Attached is the tabulation sheet for the above referenced proposal and the submittal checklist. A copy of each submittal received will be sent via email or OneDrive. The file is available for review in the Purchasing Division.

**The invitation was sent to 553 vendors. Eleven (11) vendors requested specifications with three (3) responding (27.27%) 0 “No Bid” (27.27 % total responses).**

**Please note that additional forms have been requested from all proposers, as this requirement was not outlined in the original bid document. However, the request for these forms should not hinder you from beginning the evaluation process. The Purchasing Team has reviewed all submissions and has provided an RFP Response Checklist to assist you in evaluating the submittals.**

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 (see attached) will need to be completed 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 **March 17, 2025**, which is the expiration date of the proposal and responses.

/mw

Attachments: Bid Tabulation and Submittal Response Checklist



THE SUNRISE CITY  
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 PURCHASING  
 DEPARTMENT

*Florida*

## CITY OF FORT PIERCE TABULATION OF BIDS

<b>BID ON:</b>	<b>ANNUAL CONTRACT FOR INSPECTION SERVICES</b>
<b>RFP NUMBER:</b>	<b>2025-011</b>
<b>DATE:</b>	<b>1/16/25</b>
<b>RECOMMENDED AWARD:</b>	<b>Pending</b>

<b>RESPONSE</b>
3 of 11 = 27.27%
0 "No Bids"
Total = 27.27%

"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> <i>Coral Gables, FL</i>
<b>GFA International, Inc. dba Universal Engineering Sciences</b> <i>Port St. Lucie, FL</i>
<b>Willdan Engineering</b> <i>Orlando, FL</i>

**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](https://www.cityoffortpierce.com/223/Agendas-Minutes) or CALL THE PURCHASING DIVISION, (772) 467-3102, WEDNESDAY PRIOR TO THE MEETINGS FOR RECOMMENDATION OF AWARD.