



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: 2025-012

Solicitation Title: Annual Contract for Plan Review Services

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

Solicitation Due Date: 1/21/25

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 Engineering Sciences

Initial Term Amount: \$ 100,000.00

Contract Terms, if applicable: One-year contract with two (2) optional one-year renewals.

Award is based on the following concurrence (s):

They scored the highest in the ranking, additionally we have used them before successfully, and they are also a local company.

RFP NO. 2025-012
ANNUAL CONTRACT FOR PLAN REVIEW SERVICES
CUMULATIVE EVALUATION MATRIX

April 1, 2025

RESPONDENTS	Venetia Barnes	Shaun Coss	Paul Thomas	TOTAL
C.A.P. Government, Inc. <i>(Coral Gables, FL)</i>	65	72	67	204
Diversified Building Department Management <i>(Juno Beach, FL)</i>	84	92	75	251
Eastern Engineering Group Company <i>(Doral, FL)</i>	45	52	42	139
GFA International, Inc. dba Universal Engineering Sciences <i>(Port St. Lucie, FL)</i>	89	95	90	274
Shums Coda Associates, Inc. <i>(Pleasanton, CA)</i>	62	56	50	168
Willdan Engineering <i>(Orlando, FL)</i>	89	82	80	251

CRITERIA	POINTS
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
TOTAL	100



THE SUNRISE CITY
PURCHASING
DEPARTMENT

FORT PIERCE *Florida*

TO: Paul Thomas, Building Official

FROM: Madison White, Purchasing Agent *Madison White*

SUBJECT: RFP No. 2025-012 – Annual Contract for Plan Review Services

DATE: January 27, 2025

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 21, 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 631 vendors. Twenty (20) vendors requested specifications with six (6) responding (30.00%) 0 “No Bid” (30.00 % 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
FORT PIERCE
 PURCHASING
 DEPARTMENT

Florida

CITY OF FORT PIERCE TABULATION OF BIDS

BID ON:	ANNUAL CONTRACT FOR PLAN REVIEW SERVICES
RFP NUMBER:	2025-012
DATE:	1/21/25
RECOMMENDED AWARD:	Pending

RESPONSE
6 of 20 = 30.00%
0 "No Bids"
Total = 30.00%

"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	
Apex Compliance Inc. <i>Meadow Vista, CA</i>	NONRESPONSIVE
C.A.P Government, Inc. <i>Coral Gables, FL</i>	
Diversified Building Department Management <i>Juno Beach, FL</i>	
Eastern Engineering Group Company <i>Doral, FL</i>	
GFA International, Inc. dba Universal Engineering Sciences <i>Port St. Lucie, FL</i>	
Shums Coda Associates, Inc. <i>Pleasanton, CA</i>	



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Willdan Engineering Orlando, FL	
VCA Code Orange, California	NONRESPONSIVE

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.