

City Commission Regular Meeting - 5:05 PM

Agenda Item # 11.C.

Meeting Date: 06/16/2025

Re: Approval to Award RFP 2025-11 Annual Contract Professional Inspection Services

Submitted For: Paul Thomas, Building Official,
Building

SUBJECT:

Approval to award RFP 2025-11 for annual contracted Professional Inspection Services to GFA International, Inc. dba Universal Engineering Service of Port St. Lucie, Florida for an amount of up to \$100,000.00 annually.

SUMMARY:

In order to maintain excellent customer service, the Building Department issued RFP 2025-11, which was sent to 553 vendors. Eleven (11) vendors requested specifications, and three (3) submitted responses, resulting in a 27.27% response rate. No vendors submitted a "No Bid" response. The selection meeting was held on March 18, 2025. The selection committee evaluated each bid based on the following criteria: experience and ability of the firm; facilities, equipment, and capabilities; quality of the product compared to others in the marketplace; past performance of the primary firm; willingness to meet time and budget requirements; price; and location.

GFA International, Inc. dba Universal Engineering Sciences of Port St. Lucie, Florida, achieved a total score of 272.5 out of 300 points. CAP Governmental Inc. of Coral Gables received 240.5 points, and Willdan Engineering of Orlando received 232.5 points.

RECOMMENDATION:

Staff recommends approval of the award of RFP 2025-11 for an annual contract for Professional Inspection Services to GFA International, Inc. dba Universal Engineering Sciences, for an amount of up to \$100,000.00 annually.

ALTERNATIVES:

Do not approve at this time.

RESPONSIBLE STAFF:

Paul Thomas, CBO, CFM, Director of Building
Shaun Coss, CFM, Assistant Director of Building

COORDINATED WITH:

Gelencia Carter, Purchasing Manager

Fiscal Impact

Budgeted Y/N: Y
Fiscal Year: 2025
Account: 4202902-534900
Amount: \$100,000.00

OTHER INFORMATION:

4202902-534900 Building Department Contracted Services Fund

Attachments

2025-11 GFA dba Universal Engineering Sciences

2025-11 Evaluation

2025-11 Bid Tabulation Memo

2025-11 Recommended to Award

RFP 2025-011

Form Review

Inbox	Reviewed By	Date
Building	Paul Thomas	05/22/2025 09:35 AM
City Manager	Richard Chess	05/23/2025 10:37 AM
Finance Department	Karen Logue	06/06/2025 02:16 PM
Finance Department	Jennifer Robinson	06/10/2025 08:49 AM
Form Started By: Coleen Hanson		Started On: 05/20/2025 08:18 AM
Final Approval Date: 06/10/2025		