

City Commission Regular Meeting - 5:05 PM

Agenda Item # 11.D.

Meeting Date: 06/16/2025

Re: Approval to Award RFP 2025-012 Annual Contract Professional Plan Review Services

Submitted For: Paul Thomas, Building Official,
Building

SUBJECT:

Approval to award RFP 2025-012 for annual contracted Professional Plan Review Services to GFA International dba Universal Engineering Sciences of Port St. Lucie, Florida for an amount of up to \$100,000.00 annually.

SUMMARY:

Due to the shortage of licensed plan reviewers and professionals in the construction industry, the Building Department has offered RFP 2025-012, for which the invitation to bid was sent to 631. Twenty (20) vendors requested specifications with six (6) responding (30.00%) 0 "No Bid" (30.00% total responses). The selection meeting date was held April 1, 2025. The selection committee evaluated each bid and considered the following: Experience and ability of the Proposed Primary Firm; Facilities equipment and capabilities; Quality of their product compared to others; Past performance of the primary firm; Willingness and ability to meet time and budget requirements; and Price. Out of a total 300 points, GFA International, Inc. dba Universal Engineering Sciences of Port St. Lucie, Florida achieved 274 points, Willdan Engineering of Orlando, Florida received 251 points, Diversified Building Department of Juno Beach, Florida received 251 points, CAP Governmentm, Inc. out of Coral Gables, Florida received 204 points, Shums Coda Associates, Inc. of Pleasanton, California received 168 points, Eastern Engineering Group Company of Doral, Florida received 139 points.

RECOMMENDATION:

Staff recommends approval to award RFP 2025-012 for annual contracted Professional Plan Review Services to GFA International, Inc. of Port St. Lucie, Florida 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

2025-012 Evaluation

2025-012 Bid Tabulation Memo

2025-012 Submittal GFA dba Universal Engineering Sciences

2025-012 RFP

Recommendation to Award

Form Review

Inbox

Building

City Manager

Finance Department

Form Started By: Coleen Hanson

Final Approval Date: 06/10/2025

Reviewed By

Paul Thomas

Richard Chess

Karen Logue

Date

05/22/2025 09:35 AM

05/23/2025 10:37 AM

06/06/2025 02:17 PM

Started On: 05/20/2025 09:34 AM