

City Commission Regular Meeting - 5:05 PM

Agenda Item # 11.E.

Meeting Date: 06/16/2025

Re: Approval to Award RFQ 2025-009 for annual contract for Community Rating System (CRS) and Climate Resilience Support Svcs

Submitted For: Paul Thomas, Building Official,
Building

SUBJECT:

Approval to award RFQ 2025-009 for the annual contract for Community Rating System (CRS) and Climate Resilience Support Services to TetraTech, Inc. of Stuart, Florida for an amount of up to \$100,000.00 annually.

SUMMARY:

The Community Rating System (CRS) score affects the whole city. The score the City receives, along with compliance with requirements, can mean lower insurance costs citywide. The Building Department works diligently to maintain a good score, but the City would benefit further with the assistance of professionals specializing in the expertise to excel in this area. The City is also interested in undertaking additional climate resilience initiatives. In order to achieve these goals, the Building Department offered RFP 2025-009, which was sent to 959 vendors. Twenty-seven (27) vendors requested specifications with four (4) responding (14.81%) 0 "No Bid" (14.81 % total responses). The selection meeting date was February 3, 2025. The selection committee evaluated each bid and considered the following: Experience and ability of the firm; Facilities, equipment, capabilities; Quality of product compared to others in the marketplace; Past performance of the primary firm; Willingness to meet time and budget; Price; and Location. Terta Tech, Inc. of Stuart, Florida achieved 244 points out of 300 points, Chen Moore and Associates of West Palm Beach, Florida had 221 points, CoastalWide LLC of Vero Beach, Florida had 207 points, and Goodwyn Mills Cawood of Sarasota, Florida had 151 points.

RECOMMENDATION:

Staff recommends approval to award RFQ 2025-009 for the annual contracted Community Rating System (CRS) and Climate Resilience Support Services to Tetra Tech of Stuart, Florida in an amount 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:

Attachments

Cumulative Evaluation
Request for Proposal 2025-009
Bid Tabulation Memo 2025-009
Tertra Tech, Inc. Submittal
Recommendation to Award

Form Review

Inbox	Reviewed By	Date
Building	Paul Thomas	05/22/2025 09:35 AM
City Manager	Richard Chess	05/23/2025 10:35 AM
Finance Department	Karen Logue	06/06/2025 02:23 PM
Form Started By: Coleen Hanson		Started On: 05/21/2025 09:55 AM
Final Approval Date: 06/06/2025		