



TO: Paul Thomas, Building Official

FROM: Madison White, Purchasing Agent *Madison White*

SUBJECT: RFP No. 2026-007 – Floodplain and Inspection Services Software

DATE: December 3, 2025

On August 27, 2025, the Purchasing Division received specifications to go out for bid on the above subject proposal. The proposal was advertised on November 6 and 13, 2025, with a scheduled opening at 10:00 AM on November 26, 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 1022 vendors. Thirteen (13) vendors requested specifications with two (2) responding (15.38%) 0 “No Bid” (15.38 % total responses).

Please note: The Purchasing Team has completed its review of all submissions and prepared a Submittal Response Checklist to assist with your evaluation. Concourse Tech Inc. has been deemed non-responsive for failing to provide the required information in accordance with **Section V, Instructions for Preparing Proposals:**

- **Tab A ~ Letter of Transmittal**
- **Tab B ~ Organizational Profile and Qualifications:** Organizational Profile, Resumes of Key Personnel, and did not provide two clients from the last five (5) years for which they did similar projects.
- **Tab C ~ General Information:** Didn't provide information regarding firms' experience.
- **Tab D ~ Certificates and Business Requirements:** Didn't provide Business Tax Receipt.
- **Tab F ~ References:** Provided references, but no information regarding the work provided or when.

Since only one responsive and responsible proposal remains, the City generally has two options:

1.) Proceed without an evaluation committee.

Since the City Ordinance does not require a committee when only one responsive submittal exists, staff may complete a responsibility review and make an award recommendation administratively, if the Purchasing Manager determines that formal scoring is unnecessary.

2.) Convene the evaluation committee.

Even with one responsive proposer, staff may still hold an Evaluation Committee meeting to:

- Document that the firm met qualifications.
- Score the proposal based on the published evaluation criteria.
- Demonstrate consistency with the process used when multiple proposals are received.

Purchasing Division's Recommendation:

The Purchasing Manager recommends staff proceed with **Option 2**, as it is considered best practice and is

supported by previous City of Fort Pierce processes. Therefore, the next steps are as follows:

Evaluation Phase

The next step in this process is the Evaluation Phase. The purpose of this phase is to determine whether the proposal received is responsive to RFP requirements, complete the ranking, and determine a recommendation to award. This phase consists of identifying an Evaluation Committee, meetings, and ranking of the proposal.

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 a copy of the responsive 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 **February 1, 2026**, which is the expiration date of the proposal and responses.

/mw

Attachments: Bid Tabulation
Submittal Response Checklist
Recommendation for Award Form (Fillable)

CC: Shaun Coss, Assistant Building Director | Interim Community Response Director



THE SUNRISE CITY
FORT PIERCE
 PURCHASING
 DEPARTMENT

Florida

**CITY OF FORT PIERCE
 TABULATION OF BIDS**

| | |
|---------------------------|----------------------------------------------------|
| BID ON: | FLOODPLAIN AND INSPECTION SERVICES SOFTWARE |
| RFP NUMBER: | 2026-007 |
| DATE: | 11/26/25 at 10:00am |
| RECOMMENDED AWARD: | Pending |

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|------------------|
| RESPONSE |
| 2 of 13 = 15.38% |
| 0 "No Bids" |
| Total = 15.38% |

"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 |
|----------------------------------------------------------------------------------|
| Concourse Tech Inc. <i>New York, New York</i> NON-RESPONSIVE |
| Forerunner <i>San Francisco, CA</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.