



CITY OF RIVIERA BEACH

P. O. DRAWER 10682
(561) 845-4180

RIVIERA BEACH, FLORIDA 33419
FAX: (561) 842-5105

DIRECTOR OF
PROCUREMENT

TO: JEFF GAGNON, INTERIM DIRECTOR OF DEVELOPMENT SERVICES DEPARTMENT

FROM: RICKEY LITTLE, INTERIM DIRECTOR OF PROCUREMENT

DATE: December 10, 2018

SUBJECT: **AWARD RECOMMENDATION: RFP953-18-3 PLAN REVIEW AND INSPECTION SERVICES**

Consistent with the City of Riviera Beach **Code of Ordinance (MUNICODE Section 16.5)**, a Request for Proposal (RFP) was advertised in the "**Legal Notices**" section of the Palm Beach Post on **May 14, 2018**, to solicit qualified proposers to provide Plan Review and Inspection Services for the City of Riviera Beach.

To provide additional exposure and to ensure maximum competition for the project, it was also advertised on the City's internet web page and Demand Star on **May 14, 2018**. Two (2) proposals were received. On Demand Star, the solicitation had a broadcast list of 673 and there were 13 plan holders. Two (2) proposals were received with none of the respondents being from Palm Beach County or Riviera Beach.

On **June 22, 2018**, an evaluation committee consisting of (1) member from Development Services Department, (1) member from Public Works Department, (2) members from Utility Special District, (1) member from Parks and Recreation, (1) member from Procurement Department, convened to review and discuss the responses to the RFP for Plan Review and Inspection Services.

Firms were evaluated in one (1) phase and ranked based on the criteria established in the City's RFP which included the following:

Evaluation Criteria - Phase 1	Possible Points
Firms Qualification	0-25 points
Experience	0-40 points
Fee Proposal	N/A
Capabilities	0-40 points
SBE or M/WBE Owned	0-15 points
TOTAL POSSIBLE WRITTEN SCORE	MAXIMUM POINTS 120

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EVALUATION COMMITTEE RECOMMENDATION: RFP 953-18-3

Committee members shared their observations, and evaluated and scored the responses in accordance with their understanding of the written criteria established in the public solicitation.

Scores for the written proposal (**Phase 1**) were tallied, and based upon a measure of average score, the top two (2) firms ranked as follows:

FIRM	RANKING	AVERAGE SCORE
Nova Engineering & Environmental, LLC.	1	83.8
C.A.P. Governmental, Inc.	2	73

As a result of Phase 1 evaluations **overall score** was calculated based on the sum of the evaluations. The evaluation process has validated that the proposal submitted by Nova Engineering & Environmental, LLC. Satisfies the requirements established in the RFP and that the company is qualified to be awarded the contract for the services identified in RFP # 953-18-3.

Accordingly, and consistent with the provisions of the solicitation, it is the consensus of the evaluation committee that the number one (1) ranked firm, Nova Engineering & Environmental, LLC. be recommended to provide Plan Review and Inspection Services for The City of Riviera Beach.