


**MEMORANDUM**

TO: DEAN MEALY, PURCHASING MANAGER 

FROM: RICKEY LITTLE, BUYER

DATE: September 13, 2016

SUBJECT: **AWARD RECOMMENDATION: RFP 805-16 PLAN REVIEW AND INSPECTION SERVICES**

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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 **June 6, 2016**, 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 on **June 06, 2016**. Six (6) proposals were received.

On **July 28, 2016**, an evaluation committee consisting of Jeff Gagnon, Assistant Director of Community Development, Peter Ringle, Building Official, Brynt Johnson, Director of Public Works, DeAndrae Spradley, Principal Planner, Desai Sawyer, Accounting, Rickey Little, Purchasing Buyer, convened to review and discuss the responses to the RFP for Plan Review and Inspection Services.

Firms were evaluated in two (2) phase and ranked based on the criteria established in the City’s RFP which included the following:

<b>Evaluation Criteria – Phase I</b>	<b>Possible Points</b>
Company Qualifications:	20 points
Experience:	25 points
Ability to Complete Work Assignment:	20 points
Fee:	30 points
Financial/other:	5 points
<b>Total Score</b>	<b>100</b>
Additional Points for Oral Presentation if Required or Needed	15
<b>Phase 2</b>	
Total Score if Oral Presentation is Made	115
<b>TOTAL POSSIBLE SCORE</b>	<b>115 POINTS</b>

PAGE 2:

EVALUATION COMMITTEE RECOMMENDATION: RFP 805-16

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 I**) and oral presentation (**Phase 2**) were tallied, and based upon a measure of average score, the top two (2) firms ranked as follows:

FIRM	RANKING	AVERAGE SCORE
C. A. P. Government, Inc.	1	101.05
GFA International, Inc.	2	96.85


As a result of Phase I evaluations and Phase 2 evaluations, an **overall score** was calculated based on the sum of the evaluations.

The evaluation process has validated that the proposal submitted by C. A. P. Government, Inc. satisfies the requirements established in the RFP and that the company is qualified to be awarded the contract for the services identified in RFP #805-16.

The company has substantial experience in providing the types of services required by the City. C. A. P. Government, Inc. specializes in outsourcing building department plan review and inspection services to only government agencies with a local office in West Palm Beach, Florida, that provides plan review and inspection services.

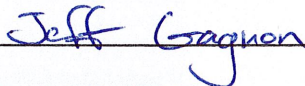
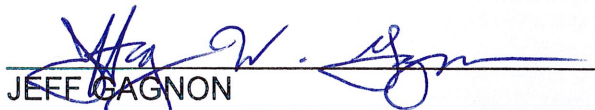
Accordingly, and consistent with the provisions of the solicitation, it is the consensus of the evaluation committee that the number one (1) ranked firm, C. A. P. Government, Inc. be recommended to provide Plan Review and Inspection Services for The City of Riviera Beach.

COMMITTEE MEMBERS



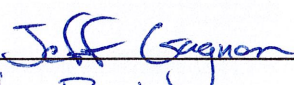
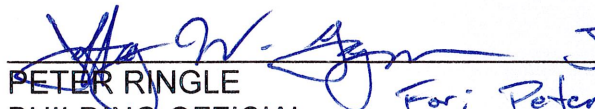
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BRYNT JOHNSON  
DIRECTOR OF PUBLIC WORKS



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JEFF GAGNON  
ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT



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PETER RINGLE  
BUILDING OFFICIAL

For: Peter Ringle




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DEANDRAE SPRADLEY  
PRINCIPAL PLANNER



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DESAI SAWYERS  
ACCOUNTING SPECIALIST



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RICKEY LITTLE  
BUYER

RFP 805-16 PLAN REVIEW AND INSPECTION SERVICES  
 CLOSED: THURSDAY, JULY 07, 2016 @ 11:00 AM

TABULATION SHEET

DESCRIPTION	GFA International, Inc. 1215 Wallace Drive Delray Beach, FL 33444	Bureau Veritas North America, Inc. 1601 Sawgrass Corporate Pkwy, Ste. 400 Plano, TX 75074	Absolute Civil Engineering Solutions, LLC 4121 SW 47th Avenue, Ste. 1319 Davie, FL 33314
Number/Type of Copies Submitted:	Six (6) Hard Copy Five (5) Electronic Copies	Five (5) Hard Copy Five (5) Electronic Copies	Six (6) Hard Copy Five (5) Electronic Copies
Comments			
DESCRIPTION	C.A.P. Government, Inc. 343 Almeria Avenue Coral Gables, FL 33134	SafeBuilt 1804 North Dixie Hwy., Ste. B West Palm Beach, FL 33407	Hy-Byrd Inspections 511 South East Coast Street Lake Worth, FL 33460
Number/Type of Copies Submitted:	Six (6) Hard Copy Five (5) Electronic Copies	Five (5) Hard Copy Five (5) Electronic Copies	Six (6) Hard Copy Five (5) Electronic Copies
Comments			