



Minutes
Evaluation Committee Meeting
Community Development Building Official,
Inspections and Related Services
Bid Proposal 110-2020
Tuesday, October 6, 2020 10:00 a.m.
Town Hall Commission Chamber, Town Hall, 535 Park Avenue

The Evaluation Committee meeting for the purpose to evaluate Bid Proposal 110-2020 Community Development Building Official, Inspections and Related Services on Tuesday, October 6, 2020 at 10:00 a.m. Present were Community Development Director Nadia DiTommaso, Grant Writer/Public Information Officer Merrell Angstreich, Town Planner Anders Viane, and Town Clerk Vivian Mendez.

Community Development Director DiTommaso called the meeting to order at 10:00 a.m. asked each member of the Committee to introduce themselves. She explained the purpose of the meeting was to evaluate the submittals for the above named project.

Each member of the Committee scored the Offerors (see attached scoring sheets for each member). The final totals for each Offeror is as follows:

| | |
|-------------------------------|-----|
| C.A.P. Government, Inc. | 287 |
| Calvin, Giordano & Associates | 274 |
| Hy-Byrd, Inc. | 248 |
| Joe Payne, Inc. | 238 |

Community Development Director DiTommaso explained that based on totals, it appears that C.A.P. Government, Inc. was the highest-ranking Offeror. She stated that the information would be communicated to the Town Manager. Based on the discussion with the Town Manager, the next steps, including a possible Intent to Award, would be communicated to the Offerors. The Town Commission would receive a recommendation of award at a future Commission meeting. She thanked everyone on the Committee.

ADJOURNMENT:

The meeting adjourned at 10:29 a.m.

**Vivian
Mendez,
MMC**

Digitally signed by Vivian Mendez,
MMC
DN: cn=Vivian Mendez, MMC,
o=Town of Lake Park, ou=Town
Clerk,
email=vmendez@lakeparkflorida.g
ov, c=US
Date: 2020.10.09 09:21:06 -04'00'

Town Clerk Vivian Mendez, MMC

| <u>SCORE TABLE - RFP# 110-2020</u> | C.A.P. Government, Inc. | Calvin, Giordano & Associates, Inc. | Hy-Byrd, Inc. | Joe Payne, Inc. |
|--|-------------------------|-------------------------------------|-------------------------------------|-----------------|
| <i>submitted required forms (drug free workplace; public entity crimes; proposal form, etc., see RFP) - **insurance limits required prior to contract execution</i> | | | Did not provide an org chart | |
| Qualifications & Experience of Firm - Total of 25 points | | | | |
| Qualifications/Experience with Similar Projects (5 points) | 5 | 5 | 0 | 5 |
| Experience working with government agencies (8 points) | 8 | 8 | 8 | 8 |
| Availability of qualified personnel (8 points) | 8 | 7 | 0 | 4 |
| Certifications/Licenses (4 points) | 4 | 4 | 4 | 1 |
| References (provide a minimum of 5) - Total of 15 points | | | | |
| Provide at least three (3) government references from the past three (3) years (10 points) | 10 | 10 | 10 | 10 |
| Demonstrated Environment for good communication (5 points) | 5 | 5 | 0 | 1 |
| Location Considerations - Total of 10 points | | | | |
| How it impacts maintaining effective communication between Town & Consultant | 9 | 10 | 1 | 0 |
| Contract Price (Agreement to cost-sharing percentages or review of new proposal in terms of how it benefits the Town, and separate hourly rates for additional services) - Total of 50 points | | | | |
| Cost-Sharing (35 points) | 35 | 35 | 17 | 35 |
| Hourly Rates for Additional Services (15 points) | 13 | 10 | 15 | 5 |
| TOTAL | 97 | 94 | 55 | 69 |

Sec. 2-255. - Bid preferences.

Except with regards to contracts to be reimbursed by the Federal Emergency Management Agency, the town shall provide in its invitations to bid, RFP, or RFQ, a five percent bid preference for:

(1)Local merchants whose principal office is within the town's boundaries, and who have maintained a valid town business tax receipt for the previous two entire calendar years; or(2)Certified minority or Florida veteran owned business enterprises pursuant to the Florida Office of Supplier Diversity and to certified minority owned business as defined by F.S. § 288.703

| <u>SCORE TABLE - RFP# 110-2020</u> | C.A.P. Government, Inc. | Calvin, Giordano & Associates, Inc. | Hy-Byrd, Inc. | Joe Payne, Inc. |
|--|-------------------------|-------------------------------------|---------------|-----------------|
| <i>submitted required forms (drug free workplace; public entity crimes; proposal form, etc., see RFP) - **insurance limits required prior to contract execution</i> | ✓ | ✓ | ✓ | ✓ |
| Qualifications & Experience of Firm - Total of 25 points | | | | |
| Qualifications/Experience with Similar Projects (5 points) | 5 | 5 | 5 | 4 |
| Experience working with government agencies (8 points) | 8 | 8 | 8 | 8 |
| Availability of qualified personnel (8 points) | 8 | 6 | 7 | 6 |
| Certifications/Licenses (4 points) | 4 | 4 | 4 | 4 |
| References (provide a minimum of 5) - Total of 15 points | | | | |
| Provide at least three (3) government references from the past three (3) years (10 points) | 10 | 10 | 10 | 10 |
| Demonstrated Environment for good communication (5 points) | 5 | 5 | 5 | 5 |
| Location Considerations - Total of 10 points | | | | |
| How it impacts maintaining effective communication between Town & Consultant | 10 | 10 | 10 | 8 |
| Contract Price (Agreement to cost-sharing percentages or review of new proposal in terms of how it benefits the Town, and separate hourly rates for additional services) - Total of 50 points | | | | |
| Cost-Sharing (35 points) | 30 | 30 | 33 | 30 |
| Hourly Rates for Additional Services (15 points) | 14 | 12 | 15 | 12 |
| TOTAL | 94 | 90 | 97 | 87 |

Sec. 2-255. - Bid preferences.

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|--|-------------------------|-------------------------------------|---------------|-----------------|
| <i>submitted required forms (drug free workplace; public entity crimes; proposal form, etc., see RFP) - **insurance limits required prior to contract execution</i> | | | | |
| Qualifications & Experience of Firm - Total of 25 points | | | | |
| Qualifications/Experience with Similar Projects (5 points) | 5 | 5 | 4 | 4 |
| Experience working with government agencies (8 points) | 8 | 8 | 8 | 4 |
| Availability of qualified personnel (8 points) | 6 | 6 | 8 | 4 |
| Certifications/Licenses (4 points) | 4 | 4 | 4 | 4 |
| References (provide a minimum of 5) - Total of 15 points | | | | |
| Provide at least three (3) government references from the past three (3) years (10 points) | 10 | 10 | 10 | 10 |
| Demonstrated Environment for good communication (5 points) | 5 | 3 | 3 | 5 |
| Location Considerations - Total of 10 points | | | | |
| How it impacts maintaining effective communication between Town & Consultant | 10 | 10 | 10 | 5 |
| Contract Price (Agreement to cost-sharing percentages or review of new proposal in terms of how it benefits the Town, and separate hourly rates for additional services) - Total of 50 points | | | | |
| Cost-Sharing (35 points) | 35 | 35 | 34 | 35 |
| Hourly Rates for Additional Services (15 points) | 13 | 9 | 15 | 11 |
| TOTAL | 96 | 90 | 96 | 82 |

Sec. 2-255. - Bid preferences.

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