



Minutes
Second Evaluation Committee Meeting
Community Development Building Official,
Inspections and Related Services
Bid Proposal 110-2020
Friday, November 13, 2020 10:00 a.m.
Town Hall Commission Chamber, Town Hall, 535 Park Avenue

The Evaluation Committee met for the purpose to evaluate Bid Proposal 110-2020 Community Development Building Official, Inspections and Related Services on Friday, November 13, 2020 at 10:06 a.m. Present were Finance Director Lourdes Cariseo, Assistant to the Community Development Director Kim Rowley, Town Planner Karen Golonka and Town Clerk Vivian Mendez.

Community Development Director DiTommaso called the meeting to order at 10:00 a.m. and explained that there were three (3) Evaluation Committee members. She stated that she would not be participating in this discussion, nor would the Town Clerk. She explained that the purpose of the meeting was for the evaluators to briefly go through their scoring tables that were previously provided to each member, and explain their score for each category. She turned the meeting over to the Evaluation Committee and explained that they could designate among themselves whom would start.

Town Planner Golonka asked if they were expected to go through each submittal individually or go item by item. Community Development Director DiTommaso stated that it was up to the Evaluation Committee how they wanted to proceed with the evaluations. Finance Director Cariseo explained that usually each member would announce their evaluation of one firm at a time then they would move onto the next firm. She explained that they were already in alphabetical order on the scoring table. Assistant to the Community Development Director Rowley asked if they would discuss their score for each category. Finance Director Cariseo stated “yes”.

Each member of the Committee scored the firms (see attached scoring table for each member). Community Development Director DiTommaso announced the final totals for each firm as follows:

C.A.P. Government, Inc.	290
Calvin, Giordano & Associates	276
Hy-Byrd, Inc.	278
Joe Payne, Inc.	233

Community Development Director DiTommaso explained that based on the totals, it appears that C.A.P. Government, Inc. was the highest-ranking firm. She stated that staff would take this back to the Town Manager and the Town Clerk would be in contact with all of the proposers in the near future. She thanked everyone on the Committee.

ADJOURNMENT:

The meeting adjourned at 10:35 a.m.

Town Clerk Vivian Mendez, MMC

**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.gov,
c=US
Date: 2020.11.17 09:26:19 -05'00'

KJG.

<p align="center">SCORING TABLE - RFP# 110-2020 Evaluation Committee Meeting - November 13, 2020 at 10AM</p>	<p align="center">Descriptions</p>	<p align="center">C.A.P. Government, Inc.</p>	<p align="center">Calvin, Giordano & Associates, Inc.</p>	<p align="center">Hy-Byrd, Inc.</p>	<p align="center">Joe Payne, Inc.</p>
<p><i>submitted required forms (drug free workplace; public entity crimes; proposal form, etc., see RFP) - **insurance limits required prior to contract execution</i></p>					
<p align="center">Qualifications & Experience of Firm - Total of 25 points</p>					
<p>Qualifications/Experience with Similar Projects (5 points)</p>	<p>The expectation is that the selected firm has experience related to Building Official duties in accordance with state statutory provisions, building inspections, code enforcement inspections related to the Florida Building Code, drainage system inspections (registered floodplain manager is beneficial to assist with floodplain administration), natural disaster inspections and building damage assessments (will act as critical staff in the event of natural disaster) and all communications and meetings required by the Town involving these Building Division responsibilities and projects.</p>	5	5	4	4
<p>Experience working with government agencies (8 points)</p>	<p>The expectation is that the selected firm has provided evidence of present or past experience working with government agencies (more specifically, government departments similar to Building Departments that issue permits). It will be important to compare this data between the proposals received.</p>	8	7	8	7
<p>Availability of qualified personnel (8 points)</p>	<p>The expectation is that the selected firm will provide a Building Official and licensed inspectors to provide all the necessary plan reviews and cover all respective trades such as plumbing, electrical and mechanical. In addition, an organizational chart of these employees is expected as well.</p>	7	8	6	3
<p>Certifications/Licenses (4 points)</p>	<p>The expectation is that the selected firm will have provided copies of all certifications and licenses associated with the employees (inspectors, including the Building Official) of the firm that will provide services to the Town.</p>	4	4	4	4
<p align="center">References (provide a minimum of 5) - Total of 15 points</p>					
<p>Provide at least three (3) government references from the past three (3) years (10 points)</p>	<p>The expectation is that these are provided in the submittal. The evaluators may reach out to the references.</p>	10	9	10	9
<p>Demonstrated Environment for good communication (5 points)</p>	<p>The expectation is that the proposal identifies ways in which the firm will adhere to the Town's customer service expectations for daily plan reviews; next day inspections; availability of a Building Official within one hour for emergency situations; and overall customer service tools and capabilities to deal and communicate effectively with staff and the public as needed. For example, experience in responding to customer inquiries directly in a timely, professional and knowledgeable manner.</p>	5	5	4	4
<p align="center">Location Considerations - Total of 10 points</p>					
<p>How it impacts maintaining effective communication between Town & Consultant (10 points)</p>	<p>The expectation is that the selected firm currently has an office in Palm Beach County and that they are able to respond on an emergency basis within 30-60 minutes as may be required.</p>	10	10	10	5

T = no P.B.G. govt

3 = no local office yet.

9 = no work in P.B.G.

5 = on-line system

5 = no local office yet

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		CAP	GGA	HerB	JPA/Inc
Cost-Sharing (35 points)	A required form has been included with the RFP. It requires acknowledgement of the existing cost(revenue)-sharing, or modification of the proposed breakdown. A separate copy of the permit fee schedule has also been included with certain fields left blank as it relates to the revenue sharing breakdown. Evaluators should review the selection (or modification) to determine which is most advantageous to the Town as it relates to the Town retaining the highest possible cost(revenue) share. The actual form and the permit fee schedule header categories must be reviewed, compared and evaluated accordingly.	30	30	33	30
Hourly Rates for Additional Services (15 points)	The required form rates proposed by each Proposer must be compared and rated according to their cost to the Town.	13	8	15	10
TOTAL		92	86	94	76

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

Kimberly Rowley

<p align="center">SCORING TABLE - RFP# 110-2020 Evaluation Committee Meeting - November 13, 2020 at 10AM</p>	<p align="center">Descriptions</p>	<p align="center">C.A.P. Government, Inc.</p>	<p align="center">Calvin, Giordano & Associates, Inc.</p>	<p align="center">Hy-Byrd, Inc.</p>	<p align="center">Joe Payne, Inc.</p>
<p>submitted required forms (drug free workplace; public entity crimes; proposal form, etc., see RFP) - **insurance limits required prior to contract execution</p>		✓	✓	✓	✓
<p align="center">Qualifications & Experience of Firm - Total of 25 points</p>					
<p>Qualifications/Experience with Similar Projects (5 points)</p>	<p>The expectation is that the selected firm has experience related to Building Official duties in accordance with state statutory provisions, building inspections, code enforcement inspections related to the Florida Building Code, drainage system inspections (registered floodplain manager is beneficial to assist with floodplain administration), natural disaster inspections and building damage assessments (will act as critical staff in the event of natural disaster) and all communications and meetings required by the Town involving these Building Division responsibilities and projects.</p>	5	5	4	4
<p>Experience working with government agencies (8 points)</p>	<p>The expectation is that the selected firm has provided evidence of present or past experience working with government agencies (more specifically, government departments similar to Building Departments that issue permits). It will be important to compare this data between the proposals received.</p>	8	8	8	7
<p>Availability of qualified personnel (8 points)</p>	<p>The expectation is that the selected firm will provide a Building Official and licensed inspectors to provide all the necessary plan reviews and cover all respective trades such as plumbing, electrical and mechanical. In addition, an orgnaizational chart of these employees is expected as well.</p>	8	8	<p># of employees 7</p>	8
<p>Certifications/Licenses (4 points)</p>	<p>The expectation is that the selected firm will have provided copies of all certifications and licenses associated with the employees (inspectors, including the Building Official) of the firm that will provide services to the Town.</p>	4	4	4	4
<p align="center">References (provide a minimum of 5) - Total of 15 points</p>					
<p>Provide at least three (3) government references from the past three (3) years (10 points)</p>	<p>The expectation is that these are provided in the submittal. The evaluators may reach out to the references.</p>	10	10	10	4
<p>Demonstrated Environment for good communication (5 points)</p>	<p>The expectation is that the proposal identifies ways in which the firm will adhere to the Town's customer service expectations for daily plan reviews; next day inspections; availability of a Building Official within one hour for emergency situations; and overall customer service tools and capabilities to deal and communicate effectively with staff and the public as needed. For example, experience in responding to customer inquiries directly in a timely, professional and knowledgeable manner.</p>	<p>Recent Tech 5</p>	4	4	3
<p align="center">Location Considerations - Total of 10 points</p>					
<p>How it impacts maintaining effective communication between Town & Consultant (10 points)</p>	<p>The expectation is that the selected firm currently has an office in Palm Beach County and that they are able to respond on an emergency basis within 30-60 minutes as may be required.</p>	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		CAP	CgA	Hy-Byrd	Joe Lymne, Inc
Cost-Sharing (35 points)	A required form has been included with the RFP. It requires acknowledgement of the existing cost(revenue)-sharing, or modification of the proposed breakdown. A separate copy of the permit fee schedule has also been included with certain fields left blank as it relates to the revenue sharing breakdown. Evaluators should review the selection (or modification) to determine which is most advantageous to the Town as it relates to the Town retaining the highest possible cost(revenue) share. The actual form and the permit fee schedule header categories must be reviewed, compared and evaluated accordingly.	35	35	32	35
Hourly Rates for Additional Services (15 points)	The required form rates proposed by each Proposer must be compared and rated according to their cost to the Town.	14	13	15	12
TOTAL		99	97	94	82

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CAP
 ✓ 290
 CgA 276
 Hy-Byrd 278
 236

<p align="center">SCORING TABLE - RFP# 110-2020 L Cariseo Evaluation Committee Meeting - November 13, 2020 at 10AM</p>	<p align="center">Descriptions</p>	<p align="center">C.A.P. Government, Inc.</p>	<p align="center">Calvin, Giordano & Associates, Inc.</p>	<p align="center">Hy-Byrd, Inc.</p>	<p align="center">Joe Payne, Inc.</p>
<p><i>submitted required forms (drug free workplace; public entity crimes; proposal form, etc., see RFP) - **insurance limits required prior to contract execution</i></p>		<p align="center">Yes</p>	<p align="center">Yes</p>	<p align="center">Yes</p>	<p align="center">Yes</p>
<p align="center">Qualifications & Experience of Firm - Total of 25 points</p>					
<p>Qualifications/Experience with Similar Projects (5 points)</p>	<p>The expectation is that the selected firm has experience related to Building Official duties in accordance with state statutory provisions, building inspections, code enforcement inspections related to the Florida Building Code, drainage system inspections (registered floodplain manager is beneficial to assist with floodplain administration), natural disaster inspections and building damage assessments (will act as critical staff in the event of natural disaster) and all communications and meetings required by the Town involving these Building Division responsibilities and projects.</p>	<p align="center">5</p>	<p align="center">5</p>	<p align="center">5</p>	<p align="center">5</p>
<p>Experience working with government agencies (8 points)</p>	<p>The expectation is that the selected firm has provided evidence of present or past experience working with government agencies (more specifically, government departments similar to Building Departments that issue permits). It will be important to compare this data between the proposals received.</p>	<p align="center">8</p>	<p align="center">6</p>	<p align="center">6</p>	<p align="center">6</p>
<p>Availability of qualified personnel (8 points)</p>	<p>The expectation is that the selected firm will provide a Building Official and licensed inspectors to provide all the necessary plan reviews and cover all respective trades such as plumbing, electrical and mechanical. In addition, an orgnaizational chart of these employees is expected as well.</p>	<p align="center">8</p>	<p align="center">8</p>	<p align="center">7</p>	<p align="center">6</p>
<p>Certifications/Licenses (4 points)</p>	<p>The expectation is that the selected firm will have provided copies of all certifications and licenses associated with the employees (inspectors, including the Building Official) of the firm that will provide services to the Town.</p>	<p align="center">4</p>	<p align="center">4</p>	<p align="center">4</p>	<p align="center">4</p>
<p align="center">References (provide a minimum of 5) - Total of 15 points</p>					
<p>Provide at least three (3) government references from the past three (3) years (10 points)</p>	<p>The expectation is that these are provided in the submittal. The evaluators may reach out to the references.</p>	<p align="center">10</p>	<p align="center">10</p>	<p align="center">7</p>	<p align="center">7</p>
<p>Demonstrated Environment for good communication (5 points)</p>	<p>The expectation is that the proposal identifies ways in which the firm will adhere to the Town's customer service expectations for daily plan reviews; next day inspections; availability of a Building Official within one hour for emergency situations; and overall customer service tools and capabilities to deal and communicate effectively with staff and the public as needed. For example, experience in responding to customer inquiries directly in a timely, professional and knowledgeable manner.</p>	<p align="center">5</p>	<p align="center">5</p>	<p align="center">5</p>	<p align="center">4</p>
<p align="center">Location Considerations - Total of 10 points</p>					

Lowdes
C

LC

How it impacts maintaining effective communication between Town & Consultant (10 points)	The expectation is that the selected firm currently has an office in Palm Beach County and that they are able to respond on an emergency basis within 30-60 minutes as may be required.	10	10	10	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)	A required form has been included with the RFP. It requires acknowledgement of the existing cost(revenue)-sharing, or modification of the proposed breakdown. A separate copy of the permit fee schedule has also been included with certain fields left blank as it relates to the revenue sharing breakdown. Evaluators should review the selection (or modification) to determine which is most advantageous to the Town as it relates to the Town retaining the highest possible cost(revenue) share. The actual form and the permit fee schedule header categories must be reviewed, compared and evaluated accordingly.	35	25 25	35 31	35
Hourly Rates for Additional Services (15 points)	The required form rates proposed by each Proposer must be compared and rated according to their cost to the Town.	14	10	15	8
TOTAL		99	83 93	94 90	68 75

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CAP GGA HyBred

Karen total	92	86	94	76
Kim total	99		94	82
Lowder	99	93	90	75
	290	276	278	233