

Notice of Recommendation

RFQ 24-DS-07
Professional Surveyor Services
Date: July 8, 2024

SUMMARY:

The City of Edgewater issued a Request for Qualifications (RFQ 24-DS-07) on May 2, 2024 with the sole purpose and intent of obtaining Qualifications from interested companies to render **Professional Surveyor Services**.

Ten (10) submittals were received and all were deemed to be responsible/responsive responders. On June 27, 2024, the Evaluation Committee met and discussed the submittals based on the criteria listed in the RFQ document. The Committee ranked the proposals as follows (Bid Tabulation and Distance Calculations attached):

Ranking	Firm
1.	CPH LLC
2.	Southeastern Surveying and Mapping Corporation
3.	Daniel W Cory Surveyor LLC
4.	England-Thims & Miller Inc
5.	DRMP Inc
6.	Mark Dowst and Assoc Inc
7.	Halff Associates Inc
8.	Matthews DCCM
9.	Barnes, Ferland and Associates Inc
10.	GeoPoint Surveying Inc

The Committee determined it would be most advantageous to the City to recommend multiple firms be awarded contracts and agreed that six (6) firms would be recommended. They further discussed the possibility of asking the firms to come in for presentations, however the Committee concluded unanimously that there were enough clear top-ranking firms identified by review of the written submittals alone and therefore declined requesting presentations. Engagement of firms will be on an as needed basis and based on the City's needs with consideration to submitted firm's availability and capabilities.

RECOMMENDED ACTION:

Motion to award and authorize the City Manager to execute contracts to CPH LLC, Southeastern Surveying and Mapping Corporation, Daniel W Cory Surveyor LLC, England-Thims & Miller Inc, DRMP Inc, and Mark Dowst and Assoc Inc for Professional Surveyor Services for the City of Edgewater.



EVALUATION TABULATION
RFQ No. RFQ 24-DS-07
Professional Surveyor Services
RESPONSE DEADLINE: June 12, 2024 at 2:00 pm
Report Generated: Monday, July 8, 2024

AGGREGATE SCORES SUMMARY

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Total Score (Max Score 100)
CPH, LLC.	90	95	91	92
Southeastern Surveying and Mapping Corporation	88	92	84	88
Daniel W. Cory Surveyor, LLC	85	90	88	87.67
England-Thims & Miller, Inc.	84	95	82	87
DRMP, Inc.	87	92	78	85.67
Mark Dowst and Assoc., Inc.	85	90	80	85
Halff Associates, Inc.	76	87	81	81.33
Matthews DCCM	81	79	79	79.67
Barnes, Ferland and Associates, Inc.	79	81	67	75.67
GeoPoint Surveying, Inc.	72	72	70	71.33

EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Past Record of Professional Accomplishments	Points Based	30 (30% of Total)

Description:

A list, plus a brief description of completed public sector projects similar to City projects under consideration. Provide a reference list of public sector entities within the State of Florida for which similar services have been provided. Include the public entity's contact person, email address, and telephone numbers.

Criteria	Scoring Method	Weight (Points)
Firm's Professional Qualifications and Project Team	Points Based	30 (30% of Total)

Description:

List Consultant team members, including detailed resumes. Give brief bullets on education, training and experience for project personnel. Team members listed in the response must be available for work on City projects during the entire contract period. In the event a team member leaves the employ of the consultant during the contract period, another team member with equal or better experience and qualifications must be substituted.

Criteria	Scoring Method	Weight (Points)
Staff Availability and Capability to Meet Deadlines	Points Based	15 (15% of Total)

Description:

Current and projected workload for the project team which indicates the availability of staff to complete assigned projects in a timely manner. Timeliness of completion of current or past projects for the City of Edgewater will be included in this criterion, if applicable.

EVALUATION TABULATION
RFQ No. RFQ 24-DS-07
Professional Surveyor Services

Criteria	Scoring Method	Weight (Points)
Financial Responsibility and Insurance	Points Based	15 <i>(15% of Total)</i>

Description:

The form of business of the prime consultant, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference; and any other information the applicant may wish to supply to verify financial responsibility. Include the most recent audit, bank reference or accounting summary or other information that illustrates Financial Responsibility for the firm, and current certificate of insurance.

Criteria	Scoring Method	Weight (Points)
Proximity	Points Based	10 <i>(10% of Total)</i>

Description:

Location of the consultant's home office (corporate headquarters) and location of the local office where the project(s) will be produced. The members of the project teams should be permanently assigned to the project office. Routine and responsive face-to-face interaction will be important in servicing the City's needs in performing this continuing contract. In the event a team member is relocated, another team member with equal or better experience and qualifications shall be substituted. Team members shall not be transferred, relocated or reassigned while performing work on a specific City project without prior approval of the Development Services Director.

The following scale will be used based on the address for the local office where project(s) will be produced:

Within City Limits of Edgewater - 10 points

within 25 miles of base - 8 points

25-50 miles from base - 5 points

50-100 miles from base - 2 points

over 100 miles from base - 0 points

Base location will be 104 N Riverside Drive

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Past Record of Professional Accomplishments Points Based 30 Points (30%)	Firm's Professional Qualifications and Project Team Points Based 30 Points (30%)	Staff Availability and Capability to Meet Deadlines Points Based 15 Points (15%)	Financial Responsibility and Insurance Points Based 15 Points (15%)	Proximity Points Based 10 Points (10%)	Total Score (Max Score 100)
CPH, LLC.	29.3	30	14.3	13.3	5	92
Southeastern Surveying and Mapping Corporation	28.7	28	14.3	15	2	88
Daniel W. Cory Surveyor, LLC	26.7	27.3	14	11.7	8	87.67
England-Thims & Miller, Inc.	28	28.7	11.7	13.7	5	87
DRMP, Inc.	28.7	28.3	13.3	13.3	2	85.67
Mark Dowst and Assoc., Inc.	25.7	25	14.7	11.7	8	85
Halff Associates, Inc.	28.3	29	10.3	11.7	2	81.33
Matthews DCCM	24.3	26.3	13.7	13.3	2	79.67
Barnes, Ferland and Associates, Inc.	25	24.7	10.7	13.3	2	75.67
GeoPoint Surveying, Inc.	22.7	25.3	9.7	11.7	2	71.33

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Distance calculations
made using Google Maps

Company Name and Location	Number of miles from 104 N Riverside Dr Edgewater, FL	Points Awarded
Barnes, Ferland and Associates, Inc. 1230 Hillcrest Street, Suite 100 Orlando, FL 32803	57.4	2
CPH, LLC. 500 W Fulton St Sanford, FL 32771	34.4	5
Daniel W. Cory Surveyor, LLC 301 Mission Drive New Smyrna Beach, FL 32168	2.6	8
DRMP, Inc. 100 Parnell Street, Suite A Merritt Island, FL 32953	55.1	2
England-Thims & Miller, Inc. 1275 W Granada Boulevard, #6B Ormond Beach, Florida 32174	30.1	5
GeoPoint Surveying, Inc. 4450 West Eau Gallie Boulevard, Suite 130 Melbourne, Florida 32934	66.7	2
Halff Associates, Inc. 902 North Sinclair Avenue Tavares, FL 32778	67.3	2
Mark Dowst and Assoc., Inc. 536 N. Halifax Ave., Suite 100 Daytona Beach, FL 32118	19.5	8
Matthews DCCM 7 Waldo Street St. Augustine, FL 32084	84.2	2
Southeastern Surveying and Mapping Corporation 6500 All American Blvd Orlando, FL 32810	53.6	2