



EVALUATION TABULATION

RFP No. RFP 24-ES-08

Grant Administrative Services - Rehabilitation of Sanitary Sewer Lines and Manholes (CDBG 23DB-N33)

RESPONSE DEADLINE: June 18, 2024 at 10:00 am

Wednesday, July 10, 2024

PHASE 2

EVALUATORS

Name	Title
James Buresh	Finance Accountant
Tyna Hilton	Environmental Services Administrator
Sean Maroney	Public Works Division Manager

EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Oral Presentations	Points Based	10 (100% of Total)

Description:

The Committee is asking that the presenting firms focus their presentations on the following items:

- Detail how your firm will approach this specific project. Please include suggested timelines.
- How will your firm work with staff to ensure compliance with funding requirements.
- With the understanding that City staff has somewhat limited experience with this type of funding opportunity procedures, how will your firm proactively engage with staff throughout the project.
- Describe the process should an unforeseen scope change occur during the project.

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AGGREGATE SCORES SUMMARY

Vendor	James Buresh	Tyna Hilton	Sean Maroney	Total Score (Max Score 10)
Cornerstone Community Partners	8	10	10	9.33
Fred Fox Enterprises, Inc.	9	9	9	9
Guardian Community Resource Management, Inc.	0	0	0	0
Excluded				

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Oral Presentations Points Based 10 Points (100%)	Total Score (Max Score 10)
Cornerstone Community Partners	9.3	9.33
Fred Fox Enterprises, Inc.	9	9
Guardian Community Resource Management, Inc.	0	0
Excluded		

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PHASE 1

EVALUATORS

Name	Title
James Buresh	Finance Accountant
Tyna Hilton	Environmental Services Administrator
Sean Maroney	Public Works Division Manager

EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Company Qualifications and Experience	Points Based	25 (25% of Total)

Description:

The years of experience of the consultant's staff with administering CDBG grants, including but not limited to Neighborhood Revitalization, Housing Revitalization, Commercial Revitalization, Economic Development, Small Cities, Disaster Recovery, Mitigation funded through the State of Florida Department of Community Affairs and/or the Florida Department of Economic Opportunity.

Criteria	Scoring Method	Weight (Points)
Firm Management Staff	Points Based	25 (25% of Total)

Description:

The experience of the firm's management and project staff with the US HUD and State of Florida administrative procedures of the Community Development Block Grant program(s). Respondents are to include a list of all staff and management employees and their respective years of experience.

Criteria	Scoring Method	Weight (Points)
Project Approach to the Services to be performed	Points Based	35 (35% of Total)

Description:

Respondents are to provide a detailed narrative of their project approach, including the proposed strategy for providing the services requested in this Request for Proposal. Include staff experience with type of services covered under this Request for Proposal

Respondents are to provide the rationale behind their approach to accomplish the City's requirements and needs, any concerns in completing the Services, and methods of resolving such concerns.

Respondents are to describe any similar approaches implemented and or managed by the "team" for government clients and describe what assistance will be required from the City.

Respondents are to include an outline of the proposed tasks to be performed.

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Criteria	Scoring Method	Weight (Points)
Pricing Proposal	Points Based	15 (15% of Total)

Description:

Respondents are to provide a schedule of their fees utilizing the Pricing Proposal completed in its entirety. Pricing proposal is to be based on the entirety of the project from award to completion.

AGGREGATE SCORES SUMMARY

Vendor	James Buresh	Tyna Hilton	Sean Maroney	Total Score (Max Score 100)
Cornerstone Community Partners	91.6	98.6	98.6	96.27
Fred Fox Enterprises, Inc.	96.4	98.4	93.4	96.07
Guardian Community Resource Management, Inc.	92	85	80	85.67

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Company Qualifications and Experience Points Based 25 Points (25%)	Firm Management Staff Points Based 25 Points (25%)	Project Approach to the Services to be performed Points Based 35 Points (35%)	Pricing Proposal Points Based 15 Points (15%)
Cornerstone Community Partners	24.3	24	34.3	13.6
Fred Fox Enterprises, Inc.	25	24.7	33	13.4
Guardian Community Resource Management, Inc.	23	20.7	27	15

Vendor	Total Score (Max Score 100)
Cornerstone Community Partners	96.27
Fred Fox Enterprises, Inc.	96.07
Guardian Community Resource Management, Inc.	85.67