

Meeting Date: October 10, 2017



Agenda Item #: 4A

# CITY COUNCIL AGENDA ITEM

## Contact Information:

Contact Name: David Santiago, CPPB *[Signature]*

Dept. Director: Christine Davis *[Signature]*

Contact Number: 386-775-5440/5432

City Manager: Dale Arrington *[Signature]*

## Type of Item:

<input checked="" type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Ordinance First Reading	<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Council Approval	<input type="checkbox"/>	Ordinance Second Reading	<input type="checkbox"/>	Resolution
<input type="checkbox"/>	Discussion & Action	<input type="checkbox"/>	Presentation	<input type="checkbox"/>	Workshop

**SUBJECT:** Approve Ranking List for Building Inspection and Permitting Services; P029-0-2017/DRS

## BACKGROUND:

A Request for Proposals (RFP) for Building Inspection and Permitting Services for the City of Orange City were publicly advertised in the local Daytona News Journal as well as through Demandstar.com. RFP P029-0-2017/DRS requested proposals from qualified firms interested in providing inspection and permitting services for the City.

On July 27, 2017, the City received five responses as detailed on the attached tabulation sheet.

On August 29, 2017 the evaluation committee comprised of Becky Mendez, Development Services Director, Carol McFarlane, City Planner, Robert (Bobby) Scott, Fire Marshal and Greg Lariscy, Code Enforcement Officer reviewed the proposals for conformity to specifications as well as to the terms and conditions outlined in the RFP documents and ranked them as detailed on the attached committee ballot sheet. On September 25, 2017 oral presentations were made by the top three ranked firms and those presentations ranked as detailed on the attached presentation ballot sheet.

## COUNCIL DISTRICT:

City Wide

**RECOMMENDATIONS:**

Approve the ranking list and authorize staff to negotiate a contract with the top ranked firm, PDCS, LLC. If negotiations should fail with the top ranked firm, staff will formally terminate the negotiation and begin negotiations with the second and third ranked firms respectively. A contract will be presented for City Council consideration and approval at a future City Council meeting.

**ATTACHMENTS:**

- 1 – Tabulation Sheet
- 2 – Evaluation Ballot Sheet
- 3 – Presentation Ballot Sheet

**FINANCIAL IMPACT:**

Permitting fees collected by the City are established under the City's Planning and Building Fee Schedule. The City will retain 20% of all permitting fees collected.

**STRATEGIC PLAN:**

This action promotes the City's Priorities and Goals; Redevelop City Core, Enhance Planning & Growth Management and Develop Community Identity.



CITY OF ORANGE CITY  
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**OFFICIAL BID TABULATION**

**BID NUMBER: RFP P029-0-2017**

**PROJECT: Building Permitting and Inspection Services for Orange City**

**RECEIVED: July 27, 2017 at 3:00 p.m.**

All proposals accepted by the City are subject to the City's terms and conditions. Any and all additional terms and conditions submitted by Suppliers are rejected and shall have no force and effect. Offers from the Suppliers listed herein are the only offers received timely as of the above opening date and time. All other proposals submitted in response to this solicitation, if any, are hereby rejected as late.

	Proposers:
1	Bureau Veritas North America, Inc. (BVNA), 1601 Sawgrass Corporate Parkway, Suite 400, Ft. Lauderdale, Florida 33233
2	Charles Abbott Associates, Inc. (CAA), 3001 North Rocky Point Drive East, Suite 200, Tampa, Florida 33607
3	PDCS, LLC, 3361 Rouse Road, Suite 210, Orlando, Florida 32817
4	SAFEbuild Florida, LLC, 3755 Precision Drive, Suite 140, Loveland, CO 80538
5	Universal Engineering Sciences, Inc., 3532 Maggie Boulevard, Orlando, Florida 32811

Opened by:

*David R. Santiago, CPPB, Purchasing Manager*

## City of Orange City

RFP P029-0-2017; Building Permitting and Inspection Services for Orange City

### Evaluation Committee Ballot Sheet

Meeting Time, Date, and Place: 9:00 a.m. on Tuesday, August 29, 2017 at Town Hall, 205 E. Graves Avenue, Orange City, Florida 32763

Firms	Committee Members				Score	Ranking
	B. Mendez	C. McFarlane	R. Scott	G. Lariscy		
Bureau Veritas North America	4	4	4	4	16	5
Charles Abbott Associates	3	2	5	3	13	3
PDCS, LLC	1	3	2	1	7	1
SAFEbuilt Florida	2	5	3	5	15	4
Universal Engineering Sciences	5	1	1	2	9	2



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Purchasing Manager

**Recommendation:**

Conduct interviews with the top three ranked firms on Tuesday, September 12, 2017. Interview format will be provided to each firm under separate cover.

# City of Orange City

RFP P029-0-2017; Building Permitting and Inspection Services for Orange City

## Presentation Committee Ballot Sheet

Meeting Time, Date, and Place: 9:00 a.m. on Monday, September 25, 2017 at Town Hall, 205 E. Graves Avenue,  
Orange City, Florida 32763

Firms	Committee Members				Score	Ranking
	B. Mendez	C. McFarlane	R. Scott	G. Lariscy		
Charles Abbott Associates	2	2	2	2	8	2
PDCS, LLC	1	1	1	1	4	1
Universal Engineering Sciences	3	3	3	3	12	3



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Purchasing Manager

**Recommendation:**

Recommend contract award to PDCS, LLC, DeBary, Florida. To be presented to the City Council for approval on Tuesday, October 10, 2017 at 6:30 p.m.