

CITY OF CORAL GABLES

-MEMORANDUM-

TO: Honorable Mayor and
Members of the City Commission

Date: November 29, 2022

FROM: Peter J. Iglesias, P.E.
City Manager



SUBJECT: Award Recommendation
RFQ 2022-016 Plans Review and Building
Inspection Services

At the next available City Commission Meeting an award recommendation for RFQ 2022-016 Plans Review and Building Inspection Services will be included on the agenda. This memorandum serves to notify you that in accordance with Section 2-763 of the City Code entitled "Contract Award", my recommendation to the City Commission for award of the subject RFQ is as follows:

- 1) Accept the recommendation of the Chief Procurement Officer to award the RFQ and authorize negotiations with C.A.P. Government, Inc., J.E.M. Inspections & Engineering Services, Inc., M.T. Causley, LLC, and Universal Engineering Sciences, the responsive and responsible proposers for Plans Review and Building Inspection Services, RFQ 2022-016.
- 2) Reaffirm the City's right to pursue alternative courses of action.

On September 29, 2022, the Procurement Division of Finance formally advertised, issued, and distributed Plans Review and Building Inspection Services, Request for Qualifications (RFQ) 2022-016. Twenty (20) prospective proposers downloaded the RFQ package from Public Purchase, the City's web-based e-Procurement service. It is the City's intention to award this contract for two (2) groups to fit the needs of the Development Services Department: Group 1 - General Specialty Services to be utilized for inspection and examiner services and Group 2 - Geotechnical Services to be utilized to handle soils, foundations, and material testing.

On October 25, 2022, four (4) firms submitted proposals in response to the RFQ – three (3) for Group 1 and one (1) for Group 2: C.A.P. Government, Inc., J.E.M. Inspections & Engineering Services, Inc., M.T. Causley, LLC, and Universal Engineering Sciences.

The responses were reviewed by the Procurement Division in order to determine responsiveness to the requirements of the RFQ.

On November 17, 2022, the Evaluation Committee convened to evaluate the four (4) responsive and responsible proposals and ranked the firms in the following order: Group 1 - General Specialty Group: M.T. Causley, LLC, (top ranked), C.A.P. Government, Inc., (second ranked) and J.E.M. Inspections & Engineering Services, Inc., (third ranked); and Group 2 - Geotechnical Group: Universal Engineering Sciences.

After successful negotiations, a Professional Services Agreement will be executed. A more detailed description of the RFQ, proposal response and evaluation results will be provided to you as part of the agenda package.

Please contact me should you have any questions.

Copy:

Miriam Soler Ramos, Esq., City Attorney

Billy Y. Urquia, City Clerk

Suramy Cabrera, Development Services Director

Diana M. Gomez, Finance Director

Celeste S. Walker-Harmon, Finance Assistant Director for Procurement