

**CITY OF CORAL GABLES**

**-MEMORANDUM-**

**TO:** Honorable Mayor and  
Members of the City Commission

**Date:** November 17, 2020

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

**SUBJECT:** Award Recommendation  
RFP 2020-034 Gymnastic Center Program Management  
Services

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At the next City Commission Meeting an award recommendation for RFP 2020-034 Gymnastic Center Program Management 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 RFP is as follows:

- 1) Accept the recommendation of the Procurement Officer to award the RFP and authorize negotiations with Tumble Bees Gymnastic Inc., the highest ranked responsive and responsible proposer, for Gymnastic Center Program Management Services, RFP 2020-034.
- 2) Should negotiations fail with the top-ranked proposer, negotiations may commence with the next ranked responsive-responsible proposer Gym Kidz LLC, if determined to be in the best interest of the city, until a satisfactory agreement and contract amount that is fair, competitive, and reasonable is reached.
- 3) Reaffirm the City's right to pursue alternative courses of action.

On October 8, 2020, the Procurement Division of Finance formally advertised, issued, and distributed Gymnastic Center Program Management Services, Request for Proposals (RFP) 2020-034. Four (4) prospective proposers downloaded the RFP package from Public Purchase, the City's web-based e-Procurement service.

On October 30, 2020, two (2) firms submitted proposals in response to the RFP: Gym Kidz LLC. and Tumble Bee Gymnastic Inc.

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

On November 13, 2020, the Evaluation Committee convened to evaluate the two (2) responsive and responsible proposals. The Evaluation Committee determined that Tumble Bees Gymnastic Inc, was the highest ranked responsive-responsible proposer.

The Evaluation Committee further recommended that should negotiations fail with Tumble Bees Gymnastic Inc. negotiations could be conducted with the next ranked proposer Gym Kidz LLC.

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

Copy:

Miriam Soler Ramos, Esq., City Attorney

Billy Y. Urquia, City Clerk

Eduardo Santamaria, Assistant City Manager

Fred Couceyro, Director, Parks and Recreation

Carolina Vester, Assistant Director, Parks and Recreation

Diana M. Gomez, Finance Director

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

RFP 2020-034  
 GYMNASTIC CENTER PROGRAM MANAGEMENT SERVICES  
 EVALUATION OF PROPOSALS  
 COMPOSITE



SELECTION CRITERIA	PROPOSERS	Maximum Criteria Points	Maximum Sub-criteria points	Gym Kidz LLC.	Tumble Bees Gymnastic Inc.
Experience & Qualifications		150			
Company history and description of your company			50	44	46
Qualifications and experience of all proposed Key Personnel			50	46	47
Proposer's relevant knowledge and experience in services			50	49	49
Experience & Qualifications Total				139	142
<b>Criteria Comments (Comments are required for Criteria totals that fall below the ranking of "Fair")</b>					
Proposed Approach and Methodology		200			
Proposer's overall detailed understanding, approach and methodology...			75	71	72
Proposer's capabilities and competency, including but not limited to:					
a. Beginner Gymnastics Programs for Youth			25	23	21
b. Intermediate Gymnastics Programs for Youth			25	19	25
c. Advanced Gymnastics Programs for Youth			25	19	25
Provide a comprehensive description of your labor resources and proposed ability to perform the services outlined in this RFP.			50	38	40
Proposed Approach and Methodology Total				170	183
<b>Criteria Comments (Comments are required for Criteria totals that fall below the ranking of "Fair")</b>					
Past Performance and References		50			
Proposer's three (3) references for which proposer has provided the services described in the RFP.			25	24	16
Public sector clients, if any have discontinued use of Proposer services within the past two (2) years			15	14	14
Incidents within the last five (5) years where (a) a civil, criminal, administrative, other similar proceeding was filed or is pending			10	9	8
Past Performance and References Total				47	38
<b>Criteria Comments (Comments are required for Criteria totals that fall below the ranking of "Fair")</b>					
Overall Cost		100			
Proposed retained percentage as shown on the Proposal Pricing Form.			100	93	100
Overall Cost Total					80
<b>TOTAL POINTS</b>					
		500		449	463

Signature:   
 Challenge:   
 Reviewed By: