



# ALACHUA COUNTY Budget and Fiscal Services Procurement

Theodore "TJ" White, Jr. CPPB  
Procurement Manager

Thomas J. Rouse  
Contracts Supervisor

Darryl R. Kight, CPPB, CPM  
Procurement Supervisor

January 11, 2024

## MEMORANDUM

**To:** Theodore "TJ" White, Jr. CPPB, Procurement Manager  
**From:** Darryl R. Kight, CPPB, CPM, Procurement Supervisor  
**Via:** Leira Cruz Cáliz, CPPB, NIGP-CPP, Procurement Agent III  
**SUBJECT: INTENT TO AWARD**  
**RFP 24-225-LC Annual Closing Agent Services**

Solicitation Deadline: 2:00 PM, Wednesday, December 13, 2023  
Solicitation Notifications View Count: 514 Vendors  
Solicitation Downloads: 10 Vendors  
Solicitation Submissions: 1 Vendors

### Vendors:

Salter Fieber, PA  
Gainesville, FL 32605

### RECOMMENDATION:

The board approves the Evaluation Committee's award ranking below for RFP 24-225-LC Annual Closing Agent Services.

1. Salter Fieber, PA

Approve the above ranking and authorize staff to negotiate an agreement with the top ranked firm.

The actual RFP award is subject to the appropriate signature authority identified in the Procurement Code.

Darryl Kight (Jan 11, 2024 13:13 EST)  
Approved  
Theodore "TJ" White, Jr., CPPB  
Procurement Manager

Jan 11, 2024  
Date

\_\_\_\_\_  
Disapproved  
Theodore "TJ" White, Jr., CPPB  
Procurement Manager

LC/mm

**Vendor Complaints or Grievances; Right to Protest**

Unless otherwise governed by state or Federal law, this part shall govern the protest and appeal of Procurement decisions by the County. As used in Part A of Article 9 of the Procurement Code, the term "Bidder" includes anyone that submits a response to an invitation to bid or one who makes an offer in response to a solicitation (e.g., ITB, RFP, ITN), and is not limited solely to one that submits a bid in response to an Invitation to Bid (ITB).

- (1) *Notice of Solicitations and Awards.* The County shall provide notice of all solicitations and awards by electronic posting in accordance with the procedures and Florida law.
- (2) *Solicitation Protest.* Any prospective Bidder may file a solicitation protest concerning a solicitation.
  - (a) *Basis of the Solicitation Protest:* The alleged basis for a solicitation protest shall be limited to the following:
    - i. The terms, conditions or specifications of the solicitation are in violation of, or are inconsistent with this Code, Florida Statutes, County procedures and policies, or the terms of the solicitation at issue, including but not limited to the method of evaluating, ranking or awarding of the solicitation, reserving rights of further negotiations, or modifying or amending any resulting contract; or
    - ii. The solicitation instructions are unclear or contradictory.
  - (b) *Timing and Content of the Solicitation Protest:* The solicitation protest must be in writing and must be received by the Procurement Manager, [twhite@alachuacounty.us](mailto:twhite@alachuacounty.us) by no later than the solicitation's question submission deadline. Failure to timely file a solicitation protest shall constitute a total and complete waiver of the Bidder's right to protest or appeal any solicitation defects, and shall bar the Bidder from subsequently raising such solicitation defects in any subsequent Award Protest, if any, or any other administrative or legal proceeding. In the event a solicitation protest is timely filed, the protesting party shall be deemed to have waived any and all solicitation defects that were not timely alleged in the protesting party's solicitation protest, and the protesting party shall be forever barred from subsequently raising or appealing said solicitation defects in a subsequent award protest, if any, or any other administrative or legal proceeding. The solicitation protest must include, at a minimum, the following information:
    - i. The name, address, e-mail and telephone number of the protesting party;
    - ii. The solicitation number and title;
    - iii. Information sufficient to establish that the protesting party has legal standing to file the solicitation Protest because:
      1. It has a substantial interest in and is aggrieved in connection with the solicitation; and
      2. That the protesting party is responsive, in accordance with the criteria set forth in the solicitation, unless the basis for the Solicitation Protest alleges that the criteria set forth in the solicitation is defective, in which case the protesting party must demonstrate that it is responsible in accordance with the criteria that the protesting party alleges should be used;
    - iv. A detailed statement of the basis for the protest;
    - v. References to section of the Code, Florida Statutes, County policies or procedure or solicitation term that the protesting party alleges have been violated by the County or that entitles the protesting party to the relief requested;
    - vi. All supporting evidence or documents that substantiate the protesting party's alleged basis for the protest; and
    - vii. The form of the relief requested.
  - (c) *Review and Determination of Protest:* If the Solicitation Protest is not timely, the Procurement Manager shall notify the protesting party that the Solicitation Protest is untimely and, therefore, rejected. The Procurement Manager shall consider all timely Solicitation Protests and may conduct any inquiry that the Procurement Manager deems necessary to make a determination regarding a protest. The Procurement Manager shall issue a written determination granting or denying the protest. The written determination shall contain a concise statement of the basis for the determination.

(d) *Appeal:* If the protesting party is not satisfied with the Procurement Manager's determination, the protesting party may appeal the determination to the County Manager by filing a written appeal, which sets forth the basis upon which the appeal is based, including all supporting documentation. The scope of the appeal shall be limited to the basis alleged in the Solicitation Protest. The appeal must be filed with the Procurement Manager within five business days of the date on which the Procurement Manager's written determination was sent to the protesting party. Failure to timely file an appeal shall constitute a waiver of the protesting party's rights to an appeal of the Procurement Manager's determination, and the protesting party shall be forever barred from subsequently raising or appealing said Solicitation defects in a subsequent award protest, if any, or any other administrative or legal proceeding. After considering the appeal, the County Manager must determine whether the solicitation should stand, be revised, or be cancelled, and issue a written determination and provide copies of the determination to the protesting party. The determination of the County Manager shall be final and not subject to further appeal under this code.

(3) *Award Protest.* Any Bidder who is not the intended awardee and who claims to be the rightful awardee may file an award protest. However, an award protest is not valid and shall be rejected for lack of standing if it does not demonstrate that the protesting party would be awarded the Solicitation if its protest is upheld.

(a) *Basis of the Award Protest:* The alleged basis for an Award Protest shall be limited to the following:

- i. The protesting party was incorrectly deemed non-responsive due to an incorrect assessment of fact or law;
- ii. The County failed to substantively follow the procedures or requirements specified in the solicitation documents, except for minor irregularities that were waived by the County in accordance with this Code, which resulted in a competitive disadvantage to the protesting party; and
- iii. The County made a mathematical error in evaluating the responses to the solicitation, resulting in an incorrect score and not *protesting party not being selected for award*.

(b) *Timing and Content of the Award Protest:* The Award Protest must be in writing and must be received by the Procurement Manager, [twhite@alachuacounty.us](mailto:twhite@alachuacounty.us) by no later than 3:00 PM on the third business day after the County's proposed Award decision was posted by the County. Failure to timely file an Award Protest shall constitute a total and complete waiver of the Bidder's right to protest or appeal the County's proposed Award decision in any administrative or legal proceeding. In the event an Award Protest is timely filed, the protesting party shall be deemed to have waived any and all proposed Award defects that were not timely alleged in the protesting party's Award Protest, and the protesting party shall be forever barred from subsequently raising or appealing said Award defects in any administrative or legal proceeding. The Award Protest must include, at a minimum, the following information:

- i. The name, address, e-mail and telephone number of the protesting party;
- ii. The Solicitation number and title;
- iii. Information sufficient to establish that the protesting party's response was responsive to the Solicitation;
- iv. Information sufficient to establish that the protesting party has legal standing to file the Solicitation Protest because:
  1. The protesting party submitted a response to the Solicitation or other basis for establishing legal standing;
  2. The protesting party has a substantial interest in and is aggrieved in connection with the proposed Award decision; and
  3. The protesting party, and not any other bidder, should be awarded the Solicitation if the protesting party's Award Protest is upheld.
- v. A detailed statement of the basis for the protest;
- vi. References to section of the Code, Florida Statutes, County policies or procedure or solicitation term that the protesting party alleges have been violated by the County or that entitles the protesting party to the relief requested;

- vii. All supporting evidence or documents that substantiate the protesting party's alleged basis for the protest; and
  - viii. The form of the relief requested.
- (c) *Review and Determination of Protest:* If the Award Protest is not timely, the Procurement Manager shall notify the protesting party that the Award Protests is untimely and, therefore, rejected. The Procurement Manager shall consider all timely Award Protests and may conduct any inquiry that the county Procurement Manager deems necessary to resolve the protest by mutual agreement or to make a determination regarding the protests. The Procurement Manager shall issue a written determination granting or denying each protest. The written determination shall contain a concise statement of the basis for the determination.
- (d) Appeal:
- i. If the protesting party is not satisfied with the Procurement Manager's determination, the protesting party may appeal the determination to the County Manager by filing a written appeal, which sets forth the basis upon which the appeal is based. The scope of the appeal shall be limited to the basis alleged in the award protest. The appeal must be filed with the Procurement Manager within five business days of the date on which the Procurement Manager's written determination was mailed to the protesting party. Failure to timely file an appeal shall constitute a waiver of the protesting party's rights to an appeal of the Procurement Manager's determination, and the protesting party shall be forever barred from subsequently raising or appealing said award defects in any administrative or legal proceeding.
  - ii. After reviewing the appeal, the County Manager will issue a written final determination and provide copies of the determination to the protesting party. Prior to issuing a final determination, the County Manager, in his or her discretion, may direct a hearing officer, or magistrate, to conduct an administrative hearing in connection with the protest and issue findings and recommendations to the County Manager. Prior to a hearing, if held, the Procurement Manager must file with the hearing officer the protest, any background information, and his or her written determination. The protesting party and the County shall equally share the cost of conducting any hearing, including the services of the hearing officer. If applicable, the County Manager may wait to issue a written final determination until after receipt of the findings and recommendations of the hearing officer. The determination of the County Manager shall be final and not subject to further appeal under this code.
- (4) *Burden of Proof:* Unless otherwise provide by Florida law, the burden of proof shall rest with the protesting party.
- (5) *Stay of Procurements during Protests.* In the event of a timely protest, the County shall not proceed further with the solicitation or with the award of the contract until the Procurement Manager, after consultation with the head of the using department, makes a written determination that the award of the solicitation without delay is:
- (a) Necessary to avoid an immediate and serious danger to the public health, safety, or welfare;
  - (b) Necessary to avoid or substantial reduce significant damage to County property;
  - (c) Necessary to *avoid or substantially reduce interruption of essential County Services; or;*
  - (d) Otherwise in the best interest of the public.

# Public Meeting Minutes (Record)

## RFP 24-225-LC Annual Closing Agent Services

Date: January 10, 2024

Start Time: 3:03 PM

Location: Third Floor Conference Room  
12 SE 1<sup>st</sup> St  
Gainesville FL 32601

### 1. Call Meeting to Order

### 2. RFP Process Overview for Today's Meeting

- 2.1. Good morning, I am Leira Cruz Cáliz with Procurement, and I will be administrating this meeting as the Committee Chair (non-voting member), introduce committee, Ramón Gavarrete (Leader), Andi Christman, Perry Peeples.
- 2.2. Thank you, committee, for taking the time out of your busy schedule to evaluate these proposals. Welcome to the citizens attending this Public Meeting; this meeting is open to the public, and you will have an announced time (3 minutes; no response required) for public comments. Please review the agenda that is on the screen.
- 2.3. The RFP team will be evaluating vendors' proposals, discussing their scores, and approving the Team's Ranking. This Team's final ranking will be submitted to the BoCC for their approval and authorization to negotiate a contract.

### 3. RFP Committee Members Process Instructions

- 3.1. **First**, I have collected all signed Disclosure Forms (Conflict of Interest), and I will show them on screen, discuss if necessary.
- 3.2. **Second**, provide procurement points to members for the Technical Form – Location, SBE, VOW.
- 3.3. Due to the cone-of-silence imposed on the committee members, this is the first occasion members have been able to talk and work together as a committee.
- 3.4. *As committee members you have broad latitude in your discussions, deliberations and ranking provided you are not arbitrary and capricious.*
- 3.5. **Third**, Record and Discuss the preliminary scores on the screen. Call for validation of scores to ensure they have been transposed correctly and that they match the scores on your individual score sheets.

Vendor	Andi Christman	Ramon Gavarrete	Perry Peeples	Total Score (Max Score 200)
Salter Feiber, P.A.	177	168	175	173.33

- 3.6. The team will discuss, evaluate, and rank all vendor submittals alphabetical one by one. You have your technical and written evaluation forms so now we can start discussions with the first vendor. (**Encourage dialog**)
  - 3.6.1. Discuss scores and make Changes if pertinent.
  - 3.6.2. Discussion record and Update: **Written and Technical Scores Evaluation**
    - 3.6.2.1. Encourage discussion on the proposals, scoring and until all members are satisfied.
    - 3.6.2.2. NOTE: Agents will monitor the discussion, keep it on track; keep it on topic.
  - 3.6.3. Call for validation of RFP team Technical and Written Scores for the Team's Final Ranking.
  - 3.6.4. Choose to not to have Oral Presentation

4. Motion: To not have oral presentations with all vendors: motioned by Andi Christman Seconded by Perry Peeples.  
Vote 3 - 0 in favor.

5. Motion to Approve Ranking: Ramón Gavarrete motion to recommend the final ranking of the top ranked vendor be approved and sent to the BOCC for approval. Negotiate with the top ranked firm. Seconded by Perry Peeples.  
Vote 3 - 0 in favor.
6. Public Comments (3 minutes): Salter Feiber, PA.
7. Motion to Approve the Meeting Minutes: Perry Peeples moved to approve the Minutes, Andi Christman seconded the motion.  
Vote 3-0 in favor.
8. Meeting Adjourn at –3:13 pm



Alachua County, Florida

## Procurement

Theodore "TJ" White, Jr. CPPB, Procurement Manager  
County Administration Building, Gainesville, FL 32601  
(352) 374-5202

### EXECUTIVE SUMMARY

### RFP No. RFP 24-225-LC

### Annual Closing Agent Services

RESPONSE DEADLINE: December 13, 2023 at 2:00 pm

Thursday, January 11, 2024

## SOLICITATION OVERVIEW

<b>Project Title</b>	Annual Closing Agent Services
<b>Project ID</b>	RFP 24-225-LC
<b>Project Type</b>	Request For Proposal
<b>Release Date</b>	October 25, 2023
<b>Due Date</b>	December 13, 2023
<b>Procurement Agent</b>	Leira Cruz Cáliz, CAPM, CPPB
<b>Evaluators</b>	Andi Christman, Ramon Gavarrete, Perry Peeples
<b>Project Description</b>	<b>Purpose:</b> Alachua County Board of County Commissioners is seeking proposals from licensed professionals (hereinafter, referred to as Consultants) for the provision of Annual Closing Agent Services for the benefit of the Public Works Department, the Environmental Protection Department, the Parks and Open Space Department, and Community Support Services .

### Introduction

**Purpose:** Alachua County Board of County Commissioners is seeking proposals from licensed professionals (hereinafter, referred to as Consultants) for the provision of Annual Closing Agent Services for the benefit of the Public Works Department, the Environmental Protection Department, the Parks and Open Space Department, and Community Support Services .

### Summary

Alachua County Board of County Commissioners (hereinafter, the "County" or "Alachua County") is seeking proposals from qualified individuals or entities (hereinafter, referred to as "Consultant" or the "proposer") for the provision of RFP 24-225-LC Annual Closing Agent Services.

The following apply to this request for proposal: [Instruction to Proposers](#), [Terms and Conditions](#), [Insurance](#), [Scope of Work](#), [Proposal Requirements and Organization](#), [Request for Proposal Selection Procedures](#), [Evaluation Phases](#), [Attachments](#), [Submittals](#) and [Sample Agreement](#).

**Purpose:** Alachua County Board of County Commissioners is seeking proposals from licensed professionals (hereinafter, referred to as Consultants) for the provision of Annual Closing Agent Services for the benefit of the Public Works Department, the Environmental Protection Department, the Parks and Open Space Department, and Community Support Services .

### Background

**Location:** Alachua County is located in North Central Florida. The County government seat is situated in Gainesville. Gainesville is located 70 miles southwest of Jacksonville, 129 miles southeast of Tallahassee, 140 miles northeast of Tampa - St. Petersburg and 109 miles northwest of Orlando. Alachua County has a population of over 250,000 and a regional airport. The County itself consists of a total area of 969 square miles.

**Form of Government:** Alachua County is governed by a Board of five (5) elected County Commissioners and operates under the established County Manager Charter form of government. In addition to the five County Commissioners, there are five elected Constitutional Officers: Supervisor of Elections, Sheriff, Clerk of the Court, Tax Collector, and the Property Appraiser. The Alachua County Attorney also reports to the Board.

### Contact Information

**Leira Cruz Cáliz, CAPM, CPPB**

Procurement Agent II

Email: [lcruzcaliz@alachuacounty.us](mailto:lcruzcaliz@alachuacounty.us)

Phone: [\(352\) 337-6268](tel:(352)337-6268)

**Department:**

Public Works

### Timeline

<b>OpenGov Release Project Date</b>	October 25, 2023
<b>2nd Advertisement Date</b>	November 1, 2023
<b>Question Submission Deadline</b>	December 3, 2023, 12:00am
<b>Solicitation Submission Deadline</b>	December 13, 2023, 2:00pm



<p><b>Solicitation Opening – Teams Meeting</b></p>	<p>December 13, 2023, 2:00pm The scheduled solicitation opening will occur via Teams Meeting; the information to join is provided below. Attendance (live viewing) of the proposals opening is not required.</p> <p>Join Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting</p> <p><a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTQyYzk5YzMtZDc4ZS00N2lxLTljMWUtMjAwNTQwN2NjNTNi%40thread.v2/0?context=%7b%22id%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22oid%22%3a%22c82ab8e7-6ee1-4cd5-9191-4aa322a1828f%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTQyYzk5YzMtZDc4ZS00N2lxLTljMWUtMjAwNTQwN2NjNTNi%40thread.v2/0?context=%7b%22id%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22oid%22%3a%22c82ab8e7-6ee1-4cd5-9191-4aa322a1828f%22%7d</a></p> <p>Meeting ID: 259 625 692 241 Passcode: yX9G3Q Download Teams   Join on the web Or call in (audio only) +1 469-998-7938,,366862554# United States, Dallas Phone Conference ID: 366 862 554#</p> <p>If you have a disability and need an accommodation in order to participate, please contact the Alachua County ADA Coordinator at <a href="mailto:ADA@alachuacounty.us">ADA@alachuacounty.us</a> or Equal Opportunity Office at 352-374-5275 at least 7 business days prior to the event. If you are unable to notify the Office prior to the event, please inform an Alachua County employee that you need assistance. TDD/TTY users, please call 711 (Florida Relay Service).</p>
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**SOLICITATION STATUS HISTORY**

Date	Changed To	Changed By
Sep 20, 2023 10:37 AM	Draft	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM
Sep 28, 2023 11:42 AM	Review	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM
Oct 24, 2023 7:55 AM	Final	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM
Oct 24, 2023 7:55 AM	Post Pending	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM
Oct 25, 2023 8:30 AM	Open	OpenGov Bot
Dec 13, 2023 2:00 PM	Pending	OpenGov Bot
Dec 13, 2023 2:38 PM	Evaluation	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM

## PROPOSALS RECEIVED

Status	Vendor	Contact Info	Submission Date
No Bid	FactoryMation LLC	Tiffany Lempesis support@factorymation.com (770) 720-8575	Oct 25, 2023 9:40 AM
No Bid	Network Craze	Michael Featherstone mfeatherstone@networkcraze.com	Oct 25, 2023 8:34 AM
Submitted	Salter Feiber, P.A.	David Menet davidm@salterlaw.net (352) 376-8201 Ext: 707	Nov 28, 2023 4:24 PM

## VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	FactoryMation LLC	Network Craze	Salter Feiber, P.A.
Corporate Resolution Granting Signature	No Response	No Response	Pass
State Compliance	No Response	No Response	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	No Response	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	No Response	Pass

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Annual Closing Agent Services

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Question Title	FactoryMation LLC	Network Craze	Salter Feiber, P.A.
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	No Response	No Response
Small Business Enterprise Option 1: SBE Proposer	No Response	No Response	Pass
Alachua County Small Business Enterprise Certificate	No Response	No Response	No Response
Small Business Enterprise Option 2: 30% SBE Proposer Participation	No Response	No Response	Pass
Alachua County Small Business Enterprise Certificate	No Response	No Response	No Response
Small Business Enterprise Option 3: 15% - 29% SBE Prosper Participation	No Response	No Response	Pass
Alachua County Small Business Enterprise Certificate	No Response	No Response	No Response
Small Business Enterprise Option 4: No Subcontractors	No Response	No Response	Pass
Consultant Small Business Enterprise Good Faith Effort Option 5.	No Response	No Response	Pass
Alachua County Government Minimum Wage	No Response	No Response	Pass
Alachua County Location Preference	No Response	No Response	Pass
Drug Free Workplace	No Response	No Response	Pass
Vendor Eligibility	No Response	No Response	Pass
NON-SBE Subcontractors	No Response	No Response	Pass
Responsible Agent Designation	No Response	No Response	Pass
Conflict of Interest	No Response	No Response	Pass
Request for Proposal Submittal Documentation	No Response	No Response	Pass

Question Title	FactoryMation LLC	Network Craze	Salter Feiber, P.A.
Acknowledgement of Requirements	No Response	No Response	Pass

## QUESTIONS AND ANSWERS

*No Questions Received.*

## ADDENDA & NOTICES

ADDENDA ISSUED:

**Addendum #1**

*Nov 29, 2023 1:49 PM*

This addendum extends the deadline to December 13, 2023.

ADDENDA ACKNOWLEDGEMENTS:

Addendum #1

Proposal	Confirmed	Confirmed At	Confirmed By
Salter Feiber, P.A.	X	Nov 29, 2023 2:02 PM	David Menet

NOTICES ISSUED:

**Notice #1**

*Dec 13, 2023 2:13 PM*

FIRMS who submitted

**Notice #2**

*Dec 15, 2023 2:24 PM*

Alachua County Procurement announces a public meeting to which all persons are invited to attend an Evaluation Committee Meeting on **Wednesday, January 10, 2024 at 3:00 pm**, to discuss and update of the proposals for competitive solicitation for RFP 24-225-LC Annual Closing Agent Services. The final recommendations will be sent to the Board of County Commissioners.

-  
Location: Alachua County Administration Building  
Third Floor Conference Room  
12 SE 1<sup>st</sup> Street, Gainesville, FL 32601

Microsoft Teams meeting  
**Join on your computer, mobile app or room device**  
[Click here to join the meeting](#)

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_Y2RhMTM0NDQtZmE1Mi00ZmU1LTk3NGEtZmFlYzA0NDJlMWQw%40thread.v2/0?context=%7b%22Tid%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22Oid%22%3a%2294b8c9af-b3ad-4936-84ec-688266cf3236%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_Y2RhMTM0NDQtZmE1Mi00ZmU1LTk3NGEtZmFlYzA0NDJlMWQw%40thread.v2/0?context=%7b%22Tid%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22Oid%22%3a%2294b8c9af-b3ad-4936-84ec-688266cf3236%22%7d)

Meeting ID: 218 373 150 723  
Passcode: RWXCoW

**Or call in (audio only)**

[+1 469-998-7938](tel:+14699987938), [485422830#](tel:+1485422830) United States, Dallas

Phone Conference ID: 485 422 830#

These meetings are subject to change and/or cancellation. If you have any questions regarding these meetings, please call 352.384.3090. All persons are advised that, if they decide to contest any decision made at any of these meetings, they will need a record of the proceedings and, for such purpose, they may need to ensure that verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based. If any accommodations are needed for persons with disabilities, please contact the County's Equal Opportunity Office at (352)374-5275 or (TTD) (352)-374-5284.

## EVALUATION

### PHASE 1

#### EVALUATORS

Name	Title	Agreement Accepted On
Andi Christman	Program Manager	Dec 15, 2023 3:38 PM
Ramon Gavarrete	Public Works Director	Jan 4, 2024 2:17 PM
Perry Peeples	Real Property Coordinator	Dec 18, 2023 9:18 AM

#### EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Ability of Professional Personnel	Points Based	50 (25% of Total)

Description:

- A. Resumes of the key staff support the firm's Competency in doing this type of work? Key staff includes the Project Manager, and other project team professionals.
- B. Has the firm done this type of work in the past?
- C. Is any of this work to be subcontracted? If so, what are the abilities of the firm(s) to be subcontracted?
- D. Based on questions above, award points as follows:
  1. 21-30 points - Exceptional Experience
  2. 11-20 points - Average Experience

- 3. 0-10 points - Minimal Experience
- E. Has the company or key staff recently done this type of work for the County, the State, or for local government in the past?
  - 1. If the work was acceptable, award up to ten (10) points.
  - 2. If the firm has not done this type of work, award zero (0) points.
  - 3. If the work was unacceptable, deduct up to ten (10) points and note why.
- F. Are there factors, such as unique abilities, which would make a noticeable (positive) impact on the project?
  - 1. If the answer is yes, award from one (1) to ten (10) points and note reasons.
  - 2. If the answer is no, award zero (0) points.

Criteria	Scoring Method	Weight (Points)
Capability to Meet Time and Budget Requirements	Points Based	20 (10% of Total)

Description:

- A. Does the level of key staffing and their percentage of involvement, the use of subcontractors (if any), office location, and/or information contained in the transmittal letter indicate that the firm will, or will not, meet time and budget requirements?
- B. To your knowledge, has the firm met or had trouble meeting time and budget requirements on similar projects?
- C. Have proof of insurability and other measures of financial stability been provided?
- D. Are time schedules reasonable?
- E. Current Workload.
- F. This factor is designed to determine how busy a firm is by comparing all Florida work against Florida personnel.
  - 1. If the work was acceptable, award up to ten (20) points.
  - 2. If the firm has not done this type of work, award zero (0) points.
  - 3. **If the work was unacceptable, deduct up to ten (10) points and note why.**

Criteria	Scoring Method	Weight (Points)
Location	Points Based	10 (5% of Total)

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Annual Closing Agent Services

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Description:  
Points Provided by Procurement.

Criteria	Scoring Method	Weight (Points)
Small Business Enterprise Participation (SBE)	Points Based	15 (7.5% of Total)

Description:  
Points Provided by Procurement.

Criteria	Scoring Method	Weight (Points)
Volume of Previous Work (VOW) awarded by the County	Points Based	5 (2.5% of Total)

Description:  
Points Provided by Procurement.

Criteria	Scoring Method	Weight (Points)
Understanding of Project	Points Based	25 (12.5% of Total)

- Description:
- A. Did the proposal indicate a thorough understanding of the project?
  - B. Is the appropriate emphasis placed on the various work tasks?
    - 1. If the work was acceptable, award up to twenty-five (25) points.
    - 2. If the firm has not done this type of work, award zero (0) points.
    - 3. **If the work was unacceptable, deduct up to ten (10) points and note why.**

Criteria	Scoring Method	Weight (Points)
Project Approach	Points Based	25 (12.5% of Total)

- Description:
- A. Did the firm develop a workable approach to the project?
  - B. Does the proposal specifically address the County's needs or is it "generic" in content?

Criteria	Scoring Method	Weight (Points)
Project Manager	Points Based	10 (5% of Total)

Description:

- A. Does the project manager have experience with projects comparable in size and scope?
- B. Does the Project Manager have a stable job history? Have they been with the firm long, or have there been frequent job changes?

Criteria	Scoring Method	Weight (Points)
Project Team	Points Based	20 (10% of Total)

Description:

- A. Was a project team identified?
- B. Is the team makeup appropriate for the project?
- C. Do the team members have experience with comparable projects?
- D. Are there any sub contracted firms involved? Will this enhance the project team?
- E. Are the hours assigned to the various team members for each task appropriate?

Criteria	Scoring Method	Weight (Points)
Project Schedule	Points Based	10 (5% of Total)

Description:

- A. Is the proposed schedule reasonable based on quantity of personnel assigned to the project?
- B. Are individual tasks staged properly and in proper sequence?

Criteria	Scoring Method	Weight (Points)
Proposal Organization	Points Based	10 (5% of Total)

Description:

- A. Was proposal organization per the RFP?
- B. Was all required paperwork submitted and completed appropriately?
- C. Did the proposal contain an excessive amount of generic boilerplate, resumes, pages per resume, photographs, etc.?



**AGGREGATE SCORES SUMMARY**

Vendor	Andi Christman	Ramon Gavarrete	Perry Peeples	Total Score (Max Score 200)
Salter Feiber, P.A.	177	168	175	<b>173.33</b>

**VENDOR SCORES BY EVALUATION CRITERIA**

Vendor	Ability of Professional Personnel Points Based 50 Points (25%)	Capability to Meet Time and Budget Requirements Points Based 20 Points (10%)	Location Points Based 10 Points (5%)	Small Business Enterprise Participation (SBE) Points Based 15 Points (7.5%)
Salter Feiber, P.A.	49.3	17.7	10	0

Vendor	Volume of Previous Work (VOW) awarded by the County Points Based 5 Points (2.5%)	Understanding of Project Points Based 25 Points (12.5%)	Project Approach Points Based 25 Points (12.5%)	Project Manager Points Based 10 Points (5%)
Salter Feiber, P.A.	0	24	24.7	10

Vendor	Project Team Points Based 20 Points (10%)	Project Schedule Points Based 10 Points (5%)	Proposal Organization Points Based 10 Points (5%)	Total Score (Max Score 200)
Salter Feiber, P.A.	19	10	8.7	<b>173.33</b>

**INDIVIDUAL PROPOSAL SCORES**

<b>Salter Feiber, P.A.</b>	
<b>Ability of Professional Personnel   Points Based   50 Points (25%)</b>	
Andi Christman: 50	
Ramon Gavarrete: 48	
Perry Peeples: 50	
<b>Capability to Meet Time and Budget Requirements   Points Based   20 Points (10%)</b>	
Andi Christman: 20	
Ramon Gavarrete: 18	

Perry Peeples: 15

Occasional delay in receiving completed materials.

**Location | Points Based | 10 Points (5%)**

Andi Christman: 10

3940 NW 16TH BLVD BLDG B Gainesville, FL 32605

Ramon Gavarrete: 10

3940 NW 16TH BLVD BLDG B Gainesville, FL 32605

Perry Peeples: 10

3940 NW 16TH BLVD BLDG B Gainesville, FL 32605

**Small Business Enterprise Participation (SBE) | Points Based | 15 Points (7.5%)**

Andi Christman: 0

Option 4: No Subcontractors

Ramon Gavarrete: 0

Option 4: No Subcontractors

Perry Peeples: 0

Option 4: No Subcontractors

**Volume of Previous Work (VOW) awarded by the County | Points Based | 5 Points (2.5%)**

Andi Christman: 0

\$32,242,767

Ramon Gavarrete: 0

\$32,242,767

Perry Peeples: 0

\$32,242,767

**Understanding of Project | Points Based | 25 Points (12.5%)**

Andi Christman: 23

Ramon Gavarrete: 24

Perry Peeples: 25

**Project Approach | Points Based | 25 Points (12.5%)**

Andi Christman: 25

Ramon Gavarrete: 24

Perry Peeples: 25

**Project Manager | Points Based | 10 Points (5%)**

Andi Christman: 10

Ramon Gavarrete: 10

Perry Peeples: 10

**Project Team | Points Based | 20 Points (10%)**

Andi Christman: 19

Ramon Gavarrete: 18

Perry Peeples: 20

**Project Schedule | Points Based | 10 Points (5%)**

Andi Christman: 10

Ramon Gavarrete: 10

Perry Peeples: 10

**Proposal Organization | Points Based | 10 Points (5%)**

Andi Christman: 10

Ramon Gavarrete: 6

Perry Peeples: 10