



City of Lake City
Procurement

Karen Nelmes, CPPB, NIGP-CPP, Procurement Director
205 N. Marion Ave., Lake City, FL 32055

EVALUATION TABULATION

RFP No. 028-2021

Grant Administrator for CDBG Project - Wilson Park Amphitheater

RESPONSE DEADLINE: September 30, 2021 at 2:00 pm

Report Generated: Wednesday, October 27, 2021

CONSENSUS SCORECARD SUMMARY

Vendor	<u>The Staff's number of years of experience with administering projects through the Florida Small Cities CDBG program</u> Points Based 20 Points (20%)	<u>The number of years of experience of the firm's management group with the Florida Small Cities CDBG program.</u> Points Based 20 Points (20%)	<u>Proposed approach to administration of the grant including an outline of the proposed tasks to be performed and the thoroughness of the approach presented</u> Points Based 20 Points (20%)	<u>Number of favorable client references provided from other communities. Only one (1) letter (dated 2011 or later) per community will be accepted for points.</u> Points Based 20 Points (20%)	<u>The quality of the response from the client references provided from other communities</u> Points Based 15 Points (15%)	<u>Fee or proposed fee basis</u> Points Based 5 Points (5%)	Total Score (Max Score 100)
Fred Fox Enterprises, Inc.	20	20	18.33	20	15	4.33	97.7

PHASE 1

EVALUATORS

Name	Title
David Young	Director
Florence Straugh	Airport Director
Donna Duncan	Finance Director

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Grant Administrator for CDBG Project - Wilson Park Amphitheater

EVALUATION CRITERIA

Criteria	Description	Scoring Method	Weight (Points)
The Staff's number of years of experience with administering projects through the Florida Small Cities CDBG program	20 years or more = 20 points 15 to 19 years = 15 points 10 to 14 years = 10 points 5 to 10 years = 5 points Less than 5 years = 0 points	Points Based	20 (20% of Total)
The number of years of experience of the firm's management group with the Florida Small Cities CDBG program.	20 years or more = 20 points 15 to 19 years = 15 points 10 to 14 years = 10 points 5 to 10 years = 5 points Less than 5 years = 0 points	Points Based	20 (20% of Total)
Proposed approach to administration of the grant including an outline of the proposed tasks to be performed and the thoroughness of the approach presented	Excellent - 20 points Good - 15 points Fair - 10 points Poor - 0 points	Points Based	20 (20% of Total)
Number of favorable client references provided from other communities. Only one (1) letter (dated 2011 or later) per community will be accepted for points.	25 or more -20 points 20 to 24 - 15 points 10 to 19 - 10 points 5 to 9 - 5 points Less than 5 - 0 points	Points Based	20 (20% of Total)

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The quality of the response from the client references provided from other communities	Excellent - 15 points Good - 10 points Fair - 5 points Poor - 0 points	Points Based	15 (15% of Total)
Fee or proposed fee basis	Lowest fee - 5 points Next Lowest - 4 points Next Lowest - 3 points Next Lowest - 2 points Next Lowest Fee - 1 point	Points Based	5 (5% of Total)

AGGREGATE SCORES SUMMARY

Vendor	David Young	Florence Straugh	Donna Duncan	Total Score (Max Score 100)
Fred Fox Enterprises, Inc.	98	95	100	97.67

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	<u>The Staff's number of years of experience with administering projects through the Florida Small Cities CDBG program</u> Points Based 20 Points (20%)	<u>The number of years of experience of the firm's management group with the Florida Small Cities CDBG program.</u> Points Based 20 Points (20%)	<u>Proposed approach to administration of the grant including an outline of the proposed tasks to be performed and the thoroughness of the approach presented</u>	<u>Number of favorable client references provided from other communities. Only one (1) letter (dated 2011 or later) per community will be accepted for points.</u>	<u>The quality of the response from the client references provided from other communities</u> Points Based 15 Points (15%)	<u>Fee or proposed fee basis</u> Points Based 5 Points (5%)	Total Score (Max Score 100)

EVALUATION TABULATION

Request for Proposal - Grant Administrator for CDBG Project - Wilson Park Amphitheater

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RFP No. 028-2021

Grant Administrator for CDBG Project - Wilson Park Amphitheater

			Points Based 20 Points (20%)	Points Based 20 Points (20%)			
Fred Fox Enterprises, Inc.	20	20	18.3	20	15	4.3	97.67