
MEMORANDUM

TO: JOSEPH LO BELLO, CPA, TOWN MANAGER
FROM: ANDREA DOBBINS, PROJECT COORDINATOR/RISK MANAGER
SUBJECT: RENOVATION OF GAZEBO AT PELICAN LAKE
DATE: 10/18/2016



BACKGROUND

The Town received bid proposals for the Renovation of the Gazebo at Pelican Lake on October 14, 2016. The renovation is funded through the Florida Recreation Development Assistance Program (FRDAP) grant. Out of four (4) contractors that attended the mandatory pre-proposal meeting, two submitted proposals for the project. In accordance with the Town's procedures, the Town Manager selected an evaluation committee to review the bid proposals and make a recommendation to the Town Council.

DISCUSSION

The committee was required to review and evaluate the two bid proposals and assign points in four categories: (1) training and experience performing similar work; (2) a list of references with three (3) similar jobs they have completed; (3) evidence of licenses and/or certificates to perform the work; and (4) pricing. One of the proposers failed to provide documentation to support three of the required evaluation criteria. The RFP states that in order to be considered a "qualified" proposer, each proposer must submit the requested documentation and failure to do so may be cause for rejection of the bid proposal. The evaluation committee determined that the incomplete proposal package made this proposer unresponsive; therefore, the committee rejected the bid proposal.

The second proposer did provide the requested documentation but failed to adequately show their training and experience and only provided one reference for a similar type of project. They were the low bid (even before the other contractor was rejected) for the lump sum amounts but there was confusion on their linear foot pricing for the substructure. It is assumed that the gazebo will require stringer replacement but the quantity is unknown. A price per linear foot for stringer replacement was requested on the bid proposal. The price submitted seemed out of balance with the other pricing and had the potential to be more than the lump sum amount. Given this uncertainty with the pricing, the evaluation committee opted to exercise its right "to reject any or all proposals and to re-advertise" for this project.

The evaluation committee is making a recommendation to re-advertise for bid proposals for this renovation project. The committee believes that there will be more participation since Hurricane



Matthew did impact the ability of at least one contractor from submitting a bid. Staff has notified the two (2) participating proposers and the Town's engineer of the recommendation. The two proposals will be kept private (exempt from disclosure as a public record) until after the process has been completed to ensure fair bidding practices are maintained. The grant timeline is not jeopardized by this delay as the project completion date is April 30, 2018.

RECOMMENDATIONS:

Staff recommends that the Council make a motion to exercise its right to reject all proposals that were submitted for the Renovation of the Gazebo at Pelican Lake and re-advertise for the submittal of sealed bid proposals from qualified, responsive and responsible proposers.