



**City of North Port**  
**PURCHASING**  
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**MEMORANDUM**

TO: A. Jerome Fletcher II, ICMA-CM, MPA, City Manager

FROM: Geoff Thomas, Contract Administrator I

THRU: Jason Yarborough, ICMA-CM, Assistant City Manager

DATE: August 14, 2023

SUBJECT: **RFP NO. 2023-32 PROFESSIONAL SERVICES FOR CITY FEES, RATES, METHODOLOGIES AND ASSESSMENTS**

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The Selection Committee held telephone discussions and then evaluated and ranked **four (4)** firms on August 3, 2023. The committee selected the **four (4)** firms below as the most qualified for the above-mentioned Professional Services Contracts:

- GOVRATES, INC.**
- STEARNS, CONRAD, AND SCHMIDT, CONSULTING ENGINEERS, INC.**
- STANTEC CONSULTING SERVICES INC.**
- WILLDAN FINANCIAL SERVICES, INC.**

After polling the Committee, it is the recommendation of the Committee and Purchasing that the City move forward with negotiations with the selected firms listed above. The following City Staff were selected to conduct contract negotiations: Michelle Tipp, Garrett Woods, Deanna Marshall, and Katrina Romano.

**Approve to move forward with the Negotiations: \_\_\_\_\_ YES \_\_\_\_\_ NO**  
**Approve the Negotiations Team: \_\_\_\_\_ YES \_\_\_\_\_ NO**

**Other:** \_\_\_\_\_

_____	_____
Kimberly Williams, Finance Director	Date
_____	_____
Jason Yarborough, ICMA-CM, Assistant City Manager	Date
_____	_____
A. Jerome Fletcher II, ICMA-CM, MPA, City Manager	Date



**CITY OF NORTH PORT**  
INITIAL RANKING TABULATION

RFP NO. 2023-32 PROFESSIONAL SERVICES FOR CITY FEES, RATES, METHODOLOGIES AND ASSESSMENTS

DATED:08/03/2023

DEPT: PW

GOVRATES, INC.	wt	V	Member WOODS	wt	V	Member TIPP	wt	V	Member ROMANO	wt	V	Member MARSHAL
		0-5			0-5			0-5			0-5	
QUALIFICATIONS OF CONSULTANT FIRM	4	3	12	4	5	20	4	5	20	4	4	16
QUALIFICATIONS OF THE PROJECT TEAM	4	3	12	4	5	20	4	5	20	4	3	12
PROJECT MANAGER'S EXPERIENCE	3	3	9	3	5	15	3	5	15	3	3	9
PROFICIENCY WITH SIMILAR SERVICES/ PROJECTS	4	3	12	4	5	20	4	5	20	4	4	16
PROJECT CONTROL/APPROACH	3	3	9	3	5	15	3	5	15	3	4	12
REFERENCES	2	3	6	2	5	10	2	5	10	2	5	10
Certified MBE/WBE 0/3	1	5	5	1	5	5	1	5	5	1	5	5
<b>TOTALS</b>			<b>65</b>			<b>105</b>			<b>105</b>			<b>80</b>

Stearns, Conrad and Schmidt, Consulting Engineers, Inc.	wt	V	Member WOODS	wt	V	Member TIPP	wt	V	Member ROMANO	wt	V	Member MARSHAL
		0-5			0-5			0-5			0-5	
QUALIFICATIONS OF CONSULTANT FIRM	4	3	12	4	4	16	4	3	12	4	3	12
QUALIFICATIONS OF THE PROJECT TEAM	4	3	12	4	5	20	4	3	12	4	4	16
PROJECT MANAGER'S EXPERIENCE	3	3	9	3	5	15	3	3	9	3	3	9
PROFICIENCY WITH SIMILAR SERVICES/ PROJECTS	4	4	16	4	4	16	4	2	8	4	3	12
PROJECT CONTROL/APPROACH	3	3	9	3	5	15	3	3	9	3	4	12
REFERENCES	2	3	6	2	5	10	2	3	6	2	5	10
Certified MBE/WBE 0/3	1	0	0	1	0	0	1	0	0	1	0	0
<b>TOTALS</b>			<b>64</b>			<b>92</b>			<b>56</b>			<b>71</b>

Stantec Consulting Services Inc.	wt	V	Member WOODS	wt	V	Member TIPP	wt	V	Member ROMANO	wt	V	Member MARSHAL
		0-5			0-5			0-5			0-5	
QUALIFICATIONS OF CONSULTANT FIRM	4	3	12	4	5	20	4	5	20	4	5	20
QUALIFICATIONS OF THE PROJECT TEAM	4	3	12	4	5	20	4	5	20	4	5	20
PROJECT MANAGER'S EXPERIENCE	3	3	9	3	5	15	3	5	15	3	5	15
PROFICIENCY WITH SIMILAR SERVICES/ PROJECTS	4	3	12	4	4	16	4	4	16	4	5	20
PROJECT CONTROL/APPROACH	3	4	12	3	5	15	3	4	12	3	5	15
REFERENCES	2	3	6	2	5	10	2	5	10	2	5	10
Certified MBE/WBE 0/3	1	0	0	1	0	0	1	0	0	1	0	0
<b>TOTALS</b>			<b>63</b>			<b>96</b>			<b>93</b>			<b>100</b>

Willdan Financial Services, Inc.	wt	V	Member WOODS	wt	V	Member TIPP	wt	V	Member ROMANO	wt	V	Member MARSHAL
		0-5			0-5			0-5			0-5	
QUALIFICATIONS OF CONSULTANT FIRM	4	3	12	4	5	20	4	4	16	4	2	8
QUALIFICATIONS OF THE PROJECT TEAM	4	3	12	4	5	20	4	4	16	4	2	8
PROJECT MANAGER'S EXPERIENCE	3	3	9	3	5	15	3	4	12	3	2	6
PROFICIENCY WITH SIMILAR SERVICES/ PROJECTS	4	3	12	4	4	16	4	5	20	4	1	4
PROJECT CONTROL/APPROACH	3	4	12	3	5	15	3	5	15	3	2	6
REFERENCES	2	3	6	2	5	10	2	5	10	2	5	10
Certified MBE/WBE 0/3	1	0	0	1	0	0	1	0	0	1	0	0
<b>TOTALS</b>			<b>63</b>			<b>96</b>			<b>89</b>			<b>42</b>



**CITY OF NORTH PORT**  
INITIAL RANKING TABULATION

RFP NO. 2023-32 PROFESSIONAL SERVICES FOR CITY FEES, RATES, METHODOLOGIES AND ASSESSMENTS

DATED:08/03/2023

DEPT: PW

SUMMARY	WOODS		TIPP		ROMANO		MARSHALL	
	Score	Rank	Score	Rank	Score	Rank	Score	Rank
GOVRATES, INC.	65	1	105	1	105	1	80	2
Stearns, Conrad and Schmidt, Consulting	64	2	92	4	56	4	71	3
Stantec Consulting Services Inc.	63	3	96	2	93	2	100	1
Willdan Financial Services, Inc.	63	3	96	2	89	3	42	4

Method Based on Member Rankings

TOTAL OF SUMMARY	Sum of Member Ranks	Final Award Order *
GOVRATES, INC.	3	1
Stearns, Conrad and Schmidt, Consulting	10	4
Stantec Consulting Services Inc.	7	2
Willdan Financial Services, Inc.	8	3

\* The lower the rank number, the higher the final award order

GARRETT WOODS Digitally signed by GARRETT WOODS  
Date: 2023.08.07 14:41:39 -04'00'

Garrett Woods

Michelle Tipp Digitally signed by Michelle Tipp  
Date: 2023.08.08 10:21:22 -04'00'

Michelle Tipp

Katrina Romano Digitally signed by Katrina Romano  
Date: 2023.08.08 10:46:45 -04'00'

Katrina Romano

Deanna Marshall Digitally signed by Deanna Marshall  
Date: 2023.08.11 10:12:23 -04'00'

Deanna Marshall