

# ALACHUA COUNTY Budget and Fiscal Services Procurement

Larry M. Sapp, CPPB Procurement Manager Darryl R. Kight, CPPB Procurement Supervisor

August 9, 2022

### MEMORANDUM

To: Larry M. Sapp, Procurement Manager

Via: Darryl R. Kight, Procurement Supervisor Operation Darryl R. Kight, Procurement Supervisor

From: Mandy Mullins, Procurement Agent I WM

**Subject:** Intent to Award

RFP 23-250-MM Annual Hunting Services Agreement for Tuscawilla

**Headwaters Preserve** 

Solicitation Opening Date: 2:00 PM, Wednesday, June 29, 2022

Solicitation View Count:315 VendorsSolicitations Downloaded by:11 VendorsSolicitations Submissions:1 Vendor

### Firms:

BIM Services of FL Micanopy, FL

#### **RECOMMENDATION:**

Approve the Evaluation Committee's ranking below for RFP 23-250-MM Annual Hunting Services Agreement for Tuscawilla Headwaters Preserve.

1. BIM Services of FL

Authorize staff to negotiate an agreement with the top ranked firm, BIM Services of FL.

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

Larry M. Sapo<br/>Larry M. Sapo (Aug 9, 2022 Asias edit)Aug 9, 2022ApprovedDateDisapprovedLarry M. Sapp, CPM, CPPBLarry M. Sapp, CPM, CPPBProcurement ManagerProcurement Manager

LS/mm

### **Public Meeting Minutes**

### RFP 23-250-MM Annual Hunting Services Agreement for Tuscawilla Headwaters Preserve

Date: August 8, 2022 Start Time:10:15 am

Location: Environmental Protection Conference Room, 408 W. University Ave., Suite 106, Gainesville, FL

1. Call Meeting to Order

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

- 2.1. Good morning, I am **Mandy Mullins** with Procurement, and I will be administrating this meeting as the Committee Chair (non-voting member), introduce committee, Michael Nelson (Leader), Andi Christman, Scott Crosby, Emily Uhlmann
- 2.2. Thank you, committee for taking the time out of your busy schedule to evaluate these proposals. Welcome to the citizen 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 committee will be evaluating vendors' proposal, discussing their scores, and approving the Committee's Ranking. This committee's final ranking will be submitted to the BoCC with the negotiated contract(s) for approval.

#### 3. RFP Committee Members Process Instructions

- 3.1. **First**, in OPENGOV, all evaluators have certified that they have no Conflict of Interest, and I will show them on screen, discuss if necessary.
- 3.2. **Second**, 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.
- 3.3. As committee members you have broad latitude in your discussions, deliberations and ranking provided you are not arbitrary and capricious.
- 3.4. **Third**, provide procurement points to members for the Local Preference Points and VOW.
- 3.5. **Fourth**, we will record and discuss the preliminary scores on the screen. Call for validation of scores to ensure they are the scores the members entered in OPENGOV.



- 3.6. The committee will discuss, evaluate, and rank all vendor submittals one by one. Starting with the committee leader allow each member to give feedback. (Encourage dialog)
  - 3.6.1. Discuss scores and make Changes if pertinent
  - 3.6.2. Discussion record and Update: Evaluation Scores
    - 3.6.2.1. Encourage discussion on the proposals, scoring and until all members are stratified 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 committee Evaluation Scores for the Committee's Final Ranking and verify if the committee needs Oral presentations or not.
- 4. Motion to Award Rankings (RFP): Andi Christman motion to recommend the final rankings be approved and then start contract negotiations the with the top ranked firm BIM Services of FL, seconded by Scott Crosby.

Vote 4-0 in favor of the motion.

- 5. Public Comments (3 minutes) no public comment
- 6. Motion to Approve the Meeting Minutes: Michael Nelson moved to approve the Minutes, Scott Crosby

seconded the motion.

Vote 4-0 in favor.

7. Meeting Adjourn at 10:34 am.



### Alachua County, Florida

### Procurement

Larry M. Sapp, Procurement Manager County Administration Building, Gainesville, FL 32601

### **EVALUATION TABULATION**

RFP No. RFP 23-250-MM

### Annual Hunting Services Agreement for Tuscawilla Headwaters Preserve

RESPONSE DEADLINE: June 29, 2022 at 2:00 pm Report Generated: Tuesday, August 9, 2022

### **VENDOR QUESTIONNAIRE PASS/FAIL**

Question Title	BIM Services of FL	Network Craze
Acknowledge that you have reviewed all Addendum(s) issued with this solicitation.	Pass	No Response
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	No Response
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	No Response
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	No Response
Drug Free Workplace	Pass	No Response
State Compliance	Pass	No Response
Vendor Eligibility	Pass	No Response
Conflict of Interest	Pass	No Response
You have reviewed and completed all the required submittal requirements		No Response
Hunter Submittal	No Response	No Response
Letter of Interest	Pass	No Response

Question Title	BIM Services of FL	Network Craze
Lead Hunter	Pass	No Response
Lead Hunter's Place of Employment	Pass	No Response
Lead Hunter's Distance in Miles from Property to Lead Hunter's Residence	Pass	No Response
Have you ever had a plea of guilty or nolo contendere to, or a conviction of a felony or wildlife violation; a plea of guilty or nolo contendere to, or a conviction of a first-degree misdemeanor within the last five years?	Pass	No Response
Have you ever had a plea of guilty or nolo contendere to, or a conviction of a felony or wildlife violation; a plea of guilty or nolo contendere to, or a conviction of a first-degree misdemeanor within the last five years?	Pass	No Response
How much time do you have to devote to the care taking, site maintenance and security services required by this agreement?	Pass	No Response
Have you been a part of an Alachua County hunting license agreement or contract?	Pass	No Response
Have you been a part of an Alachua County hunting license agreement or contract?	Pass	No Response
Do you have hunting experience?	Pass	No Response
Do you have hunting experience?	Pass	No Response
Do you have a Florida Hunter Safety Certification?	Pass	No Response
If you answered no to the question above are you willing to get a Florida Hunter Safety Certification	Pass	No Response

Question Title	BIM Services of FL	Network Craze
Upload Florida Hunter Safety Certification or proof of exemption	Pass	No Response
List any training you have pertaining to wildlife management, land management and site security.	Pass	No Response
Upload documentation for any training you have pertaining to wildlife management, land management and site security	No Response	No Response
List any years of employment in Natural Resources or Agriculture.	Pass	No Response
Are you a current or previous law enforcement officer?	Pass	No Response
Are you a current or previous law enforcement officer?	Pass	No Response
Have you ever held or been a party to a hunting lease or agreement?	Pass	No Response
If so, was it with a private landowner or a government agency?	Pass	No Response
For each agreement please List the Landowner or property manager with current contact information, duration and dates of agreement, duties performed, hunting privileges granted, and location and size of property.	Pass	No Response
Have you ever provided Care Taking, Maintenance and Security Services on a property?	Pass	No Response
Have you ever provided Care Taking, Maintenance and Security Services on a property?	Pass	No Response

Question Title	BIM Services of FL	Network Craze
Provide a list of 3 references (excluding relatives) with their contact information and the context of your relationship, and any additional information you wish to include.	Pass	No Response
Hunter 2	No Response	No Response
Hunter 2 Information	Pass	No Response
Hunter 2 Place of Employment.	Pass	No Response
Hunter 2 Distance in Miles from Property to Hunter's Residence.	Pass	No Response
Hunter 2 Have you ever had a plea of guilty or nolo contendere to, or a conviction of a felony or wildlife violation; a plea of guilty or nolo contendere to, or a conviction of a first-degree misdemeanor within the last five years?	Pass	No Response
Hunter 2 Have you ever had a plea of guilty or nolo contendere to, or a conviction of a felony or wildlife violation; a plea of guilty or nolo contendere to, or a conviction of a first-degree misdemeanor within the last five years?	Pass	No Response
Hunter 2 How much time do you have to devote to the care taking, site maintenance and security services required by this agreement?	Pass	No Response
Hunter 2 Have you been a part of an Alachua County hunting license agreement or contract?	Pass	No Response
Hunter 2 Have you been a part of an Alachua County hunting license agreement or contract?	Pass	No Response
Hunter 2 Do you have hunting experience?	Pass	No Response
Hunter 2 Do you have hunting experience?	Pass	No Response

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Question Title	BIM Services of FL	Network Craze
Hunter 2 Do you have a Florida Hunter Safety Certification?	Pass	No Response
Hunter 2 If you answered no to the question above are you willing to get a Florida Hunter Safety Certification?	Pass	No Response
Hunter 2 Upload Florida Hunter Safety Certification or proof of exemption.	Pass	No Response
Hunter 2 List any training you have pertaining to wildlife management, land management and site security.	Pass	No Response
Hunter 2 Upload documentation for any training you have pertaining to wildlife management, land management and site security.	No Response	No Response
Hunter 2 List any years of employment in Natural Resources or Agriculture.	Pass	No Response
Hunter 2 Are you a current or previous law enforcement officer?	Pass	No Response
Hunter 2 Are you a current or previous law enforcement officer?	Pass	No Response
Hunter 2 Have you ever held or been a party to a hunting lease or agreement?	Pass	No Response
Hunter 2 If so, was it with a private landowner or a government agency?	Pass	No Response
Hunter 2 For each agreement please List the Landowner or property manager with current contact information, duration and dates of agreement, duties performed, hunting privileges granted, and location and size of property.	Pass	No Response

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Question Title	BIM Services of FL	Network Craze
Hunter 2 Have you ever provided Care Taking, Maintenance and Security Services on a property?	Pass	No Response
Hunter 2 Have you ever provided Care Taking, Maintenance and Security Services on a property?	Pass	No Response
Hunter 2 Provide a list of 3 references (excluding relatives) with their contact information and the context of your relationship, and any additional information you wish to include.	Pass	No Response
Hunting group	No Response	No Response
Drive-by inspection of Property.	Pass	No Response
Interior inspection.	Pass	No Response
Response time.	Pass	No Response
Mow and vertically trim roads, trails and fire breaks (at least 2 times/year).	Pass	No Response
Harrow fire breaks up to 2 times per year.	Pass	No Response
Mow adjacent to fire lines as prescribed by the site manager.	Pass	No Response
Remove and properly dispose of solid waste on Property.	Pass	No Response
Post and maintain no trespassing signs on Property boundary (signs provided by County) according to FL Statutes 810.11, (5)(a) "Posted land" is that land upon which:	Pass	No Response
Maintain/repair fences and gates	Pass	No Response
Clear fence lines of vegetation or debris.	Pass	No Response
Remove fallen trees in roads and on fences and gates.	Pass	No Response

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Question Title	BIM Services of FL	Network Craze
Have any of the hunters ever harvested feral hogs?	Pass	No Response
If yes, list each hunter and how many years of experience (s)he has harvesting hogs.	Pass	No Response
Does the group currently own equipment necessary to trap and harvest hogs?	Pass	No Response
Does the group currently own equipment necessary to trap and harvest hogs?	Pass	No Response
Do you own hog dogs?	Pass	No Response
The Hunters will be responsible for the control of hogs. Please describe how you would control hogs on the Property, including control methods, disposal of hogs, monitoring, and permits.	Pass	No Response
Value-added Services	Pass	No Response
(Optional) Pictures of Equipment to be used.		No Response

### PHASE 1

### **EVALUATORS**

Name	Title	Agreement Accepted On
Andi Christman	Christman Program Manager A	
Scott Crosby	Senior Environmental Specialist	Aug 1, 2022 1:19 PM
Michael Nelson	Senior Environmental Specialist	Jul 7, 2022 1:06 PM
Emily Uhlmann	Environmental Specialist	Aug 2, 2022 8:16 AM

**EVALUATION TABULATION** 

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EVALUATION TABULATION
RFP No. RFP 23-250-MM
Annual Hunting Services Agreement for Tuscawilla Headwaters Preserve

### **EVALUATION CRITERIA**

### EVALUATION TABULATION RFP No. RFP 23-250-MM

Annual Hunting Services Agreement for Tuscawilla Headwaters Preserve

Criteria	Description	Scoring Method	Weight (Points)
E1105115			

Ability of Hunters	1	Does the experience of the key staff support the hunter's competency in doing this type of work? Key staff includes Lead Hunter, and other hunt group members.	Points Based	50 (25% of Total)
		Have the hunters done this type of work in the past?		
		Is any of this work to be subcontracted? If so, what are the abilities of the firm(s) to be subcontracted? The suitability of using subcontracts will be determined by the Parks and Conservation Departments Site Manager and if utilized will result in a reduction of between 0-25 points.		
		<ol> <li>Based on questions above, award points as follows:</li> </ol>		
		a. 21-30 points - Exceptional Experience		
		b. 11-20 points - Average Experience		
		c. 0-10 points - Minimal Experience		

Criteria	Description	Scoring Method	Weight (Points)
	d. Subtract up to 25 points for subcontracted work		
	D. Have the hunters recently done this type of work for the county, the state of for local government in the past?		
	If the work was acceptable, award up to ten (10) points.		
	2. If the hunter(s) 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.		
	E. Are there factors, such as valued-added services, 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.		
	If the answer is no,     award zero (0) points     and note reasons.		

Criteria	Description	Scoring Method	Weight (Points)
Capability to Meet Time and Budget Requirements	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 hunter will, or will not, meet time and budget requirements?	Points Based	20 (10% of Total)
	B. To your knowledge, has the hunter 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. This factor is designed to determine how busy a hunter is by comparing all Florida work against Florida personnel.		

Local Preference	Points Provided by Procurement.	Points Based	25 (12.5% of Total)
	A. This factor provide points to residence of Alachua County, consideration should be given to the capability of being responsive, by key members of the hunt group.		
	Hunters will be awarded points for local preference based on the falling criteria:		
	2. Award 25points if all members of the hunting group have resided in Alachua County for at least twelve (12) months prior to the advertisement of a Request for Proposal, Request for Qualifications, etc., by the Procurement Services Division; and		
	3. Award 15 points if 50% - 99% of the members of the hunting group have resided in Alachua County for at least twelve (12) months prior to the advertisement of a Request for Proposal, Request for Qualifications, etc., by		

Criteria	Description	Scoring Method	Weight (Points)
	the Procurement Services Division, by the Procurement Services Division; and		
	4. Award 10 points if 1% - 50% of the group have resided in Alachua County for at least twelve (12) months prior to the advertisement of a Request for Proposal, Request for Qualifications, etc., by the Procurement Services Division; and		
	5. Award 0 points if no member of the hunting group have resided in Alachua County for at least twelve (12) months prior to advertisement of a Request for Proposal, Request for Qualifications, etc., by the Procurement Services Division.		

### Annual Hunting Services Agreement for Tuscawilla Headwaters Preserve

Criteria Description		Scoring Method	Weight (Points)
Written - Understanding of Project	Did the hunter(s) develop a workable approach to the project?	Points Based	25 (12.5% of Total)
	B. Does the proposal specifically address the County's needs or is it "generic" in content?		
	C. Does the proposal specifically address the equipment available for the project and is the equipment adequate to accomplish the services?		
	D. Were any value-added services offered and are these services appropriate and desirable for the property?		

Criteria	Description	Scoring Method	Weight (Points)		
Written - Project Approach	A. Did the hunter(s) develop a workable approach to the project?	Points Based	35 (17.5% of Total)		
	B. Does the proposal specifically address the County's needs or is it "generic" in content?				
	C. Does the proposal specifically address the equipment available for the project and is the equipment adequate to accomplish the services?				
	D. Were any value-added services offered and are these services appropriate and desirable for the property?				

Criteria Description		Scoring Method	Weight (Points)		
Written - Hunt Group	A. Were all hunters identified?	Points Based	20 (10% of Total)		
	B. Does the Lead Hunter have experience coordinating personnel and projects of comparable size and scope?				
	C. Is the team makeup appropriate for the project?				
	D. Do the team members have experience with comparable projects?				
	E. Have any or all hunters been in the same lease or worked together previously?				
	F. Are there any sub-contracted hunters involved? Will this enhance the hunt group?				
	G. Are the hours assigned to the various team members for each task appropriate?				
Written - Project Schedule	A. Is the proposed schedule reasonable based on quantity of personnel assigned to the project?	Points Based	10 (5% of Total)		
	B. Are individual tasks staged properly and in proper sequence?				

Criteria	Description	Scoring Method	Weight (Points)
Written - Proposal Organization	A. Was proposal organization per the RFP?	Points Based	10 (5% of Total)
	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	Scott Crosby	Michael Nelson	Emily Uhlmann	Total Score (Max Score 200)	
BIM Services of FL	118	152	170	163	150.75	

### **VENDOR SCORES BY EVALUATION CRITERIA**

Vendor	Ability of Hunters Points Based 50 Points (25%)	Capability to Meet Time and Budget Requirements Points Based 20 Points (10%)	<u>Local</u> <u>Preference</u> Points Based 25 Points (12.5%)	Volume of Previous Work (VOW) awarded by the County Points Based 5 Points (2.5%)	Written - Understanding of Project Points Based 25 Points (12.5%)	Written - Project Approach Points Based 35 Points (17.5%)	Written - Hunt Group Points Based 20 Points (10%)	Written - <u>Project</u> <u>Schedule</u> Points Based 10 Points (5%)	Written - Proposal Organization Points Based 10 Points (5%)	Total Score (Max Score 200)
BIM Services of FL	29.8	17	15	5	21.5	30	15.5	8.3	8.8	150.75

### **INDIVIDUAL PROPOSAL SCORES**

### **BIM Services of FL**

### Ability of Hunters | Points Based | 50 Points (25%)

Andi Christman: 22

Neither has experience with managing a site, but displayed a verbal understanding of the individual tasks.

Scott Crosby: 30

Michael Nelson: 40

I believe both hunters have exceptional experience in doin this type of work and their work that they will be accomplishing on this Preserve will make a very positive impact on the overall characteristics and aesthetics of this Preserve.

Emily Uhlmann: 27

Value added services: storm clean up; road maintenance; fire lance maintenance (if added); public trail maintenance (if/ when added); future trail infrastructure installation/ maintenance; exotic plant monitoring/treatment

### Capability to Meet Time and Budget Requirements | Points Based | 20 Points (10%)

Andi Christman: 11

No proof of insurance provided.

Scott Crosby: 18

Michael Nelson: 20

Both of the hunters are less than 6 miles from the Preserve. Both hunters are willing to provide a combined total hours of 48 hrs/month to caretaking services to the Preserve

Emily Uhlmann: 19

### Local Preference | Points Based | 25 Points (12.5%)

Andi Christman: 15

Lead Hunter lives out of county per Marion County property app site.

**EVALUATION TABULATION** 

Request For Proposal - Annual Hunting Services Agreement for Tuscawilla Headwaters Preserve

Annual Hunting Services Agreement for Tuscawilla Headwaters Preserve

Scott Crosby: 15

Lead Hunter lives out of county per Marion County property app site.

Michael Nelson: 15

Lead Hunter lives out of county per Marion County property app site.

Emily Uhlmann: 15

Lead Hunter lives out of county per Marion County property app site.

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

Andi Christman: 5

Scott Crosby: 5

Michael Nelson: 5

Emily Uhlmann: 5

### Written - Understanding of Project | Points Based | 25 Points (12.5%)

Andi Christman: 18

Scott Crosby: 23

Available equipment to perform requested tasks is quite adequate

Michael Nelson: 20

Both hunters seem to have a good understand of the required services. The hunters have all the necessary equipment to completes the required tasks.

Emily Uhlmann: 25

### Written - Project Approach | Points Based | 35 Points (17.5%)

Andi Christman: 25

Scott Crosby: 30

**EVALUATION TABULATION** 

Request For Proposal - Annual Hunting Services Agreement for Tuscawilla Headwaters Preserve

Michael Nelson: 30

Both hunters seem to have a solid approach to the required services. The hunters have all the necessary equipment to completes the required tasks.

Emily Uhlmann: 35

### Written - Hunt Group | Points Based | 20 Points (10%)

Andi Christman: 10

Lead Hunter does not have experience coordinating land management on a site. No previous team work together on a site. Hours are appropriate.

Scott Crosby: 15

Michael Nelson: 20

Emily Uhlmann: 17

### Written - Project Schedule | Points Based | 10 Points (5%)

Andi Christman: 5

Scott Crosby: 8

Michael Nelson: 10

Emily Uhlmann: 10

### Written - Proposal Organization | Points Based | 10 Points (5%)

Andi Christman: 7

Scott Crosby: 8

Michael Nelson: 10

Emily Uhlmann: 10

EVALUATION TABULATION
RFP No. RFP 23-250-MM
Annual Hunting Services Agreement for Tuscawilla Headwaters Preserve

### ITA RFP 23-250-MM Annual Hunting Services Agreement for Tuscawilla Headwaters Preserve

Final Audit Report 2022-08-09

Created: 2022-08-09

By: Mandy Mullins (mmmullins@alachuacounty.us)

Status: Signed

Transaction ID: CBJCHBCAABAA94MYRepMS-bE7LIvhjXVKKM08keFtj8w

## "ITA RFP 23-250-MM Annual Hunting Services Agreement for T uscawilla Headwaters Preserve" History

- Document created by Mandy Mullins (mmmullins@alachuacounty.us) 2022-08-09 9:59:16 AM GMT- IP address: 163.120.80.69
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- Email viewed by Darryl Kight (dkight@alachuacounty.us) 2022-08-09 10:00:41 AM GMT- IP address: 172,226,170,50
- Document e-signed by Darryl Kight (dkight@alachuacounty.us)

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- Email viewed by lsapp@alachuacounty.us 2022-08-09 6:43:35 PM GMT- IP address: 163.120.80.11
- Signer Isapp@alachuacounty.us entered name at signing as Larry M. Sapp 2022-08-09 7:38:54 PM GMT- IP address: 163,120,80,11
- Document e-signed by Larry M. Sapp (Isapp@alachuacounty.us)

  Signature Date: 2022-08-09 7:38:56 PM GMT Time Source: server- IP address: 163.120.80.11
- Agreement completed. 2022-08-09 - 7:38:56 PM GMT