



# City of Gainesville

Office of Equity & Inclusion

## Small Business Efforts Checklist

Department to complete and include in backup documents for purchases over \$100,000 that require City Commission approval.

Purchase is based upon (selection section 1 or 2 to complete):

☒ 1. Formal Bid through Procurement

Type (i.e. ITB, etc.): RFQ

Bid #: WSPP-180054-DM

Bid Name: Professional Design Services for Wild Spaces Public Places Projects

Category: Commodity Code [see below] CCNA "Consultants' Competitive Negotiation Act"

[018-906-25] Design Build, Architectural Services (Inactive, effective January 1, 2016)

[018-907-35] Design Services

[028-305-00] ENGINEERING AND ARCHITECTURAL EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUMENTS, AND SUPPLIES

[028-306-00] ENGINEERING AND ARCHITECTURAL EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUMENTS, AND SUPPLIES, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY

Supplemental Bidder List included S/W/M/SDVOBs:

☒ Yes ☐ No

List Sources for Supplemental Bidders: City's small business listing, department staff, and internet

Bid(s) submitted by \*S/W/M/SDVOBs:

☒ Yes ☐ No

Is recommended award to a S/W/M/SDVOB:

☐ Yes ☐ No

Awardee Name: 17 suppliers were awarded continuing contracts through this RFQ. Some of the awarded suppliers are S/W/M Amount: varies – specific to each project

Was the 5% preference awarded to qualified small business? N/A

Was an applicable Bidder List sufficient to generate adequate number of responses: ☒ Yes ☐ No

☒ City's Diversity Business Management System

☐ State of Florida Certified Vendor Directory

☐ Florida Department of Transportation Directory

☒ Requesting Department Personnel

☒ Internet

☐ Online Trade Journals

☐ Online Professional Associations

☐ Other: \_\_\_\_\_



# City of Gainesville

## Office of Equity & Inclusion



Was the Local Small Business Procurement Program Coordinator contacted to obtain a list of available vendors?

☐ Yes ☒ No

Was a phone survey conducted to determine interest level and was new potential sources sought out if low response anticipated?

☐ Yes ☒ No

Identify or explain other Good Faith Efforts undertaken for this procurement to ensure that S/M/W/SDVOBs had the maximum opportunity to compete for the solicitation to provide goods and/or services.

Trade shows, exhibits, and conventions

State and federal Procurement contracts

May add the County's small business listing as a resource

This procurement was advertised on a national bidding clearinghouse called DemandStar. They broadcast a notification of the project to 2460 firms that had previously registered as potentially interested in this type of work. In addition, the solicitation was sent to 31 supplemental vendors that had expressed an interest directly to WSPP or were local firms known to be capable of this type of design work. A total of 41 companies downloaded the plans and specifications. There were 17 RFQ submittals.

☒ **2. Method of Source Selection Form**      Type: ☒ Continuing Contracts      ☐ Sole Source      ☐ Specified Source

Was this Method of Sole Source posted on Demandstar or GovSpend? : \_\_\_\_\_

Other: Continuing Contract:

Agreement for Professional Design Services for Wild Spaces Public Places Projects

\*S=Small, W=Woman, M=Minority, SDVOB=Service Disabled Veteran Owned Business

# Professional Design Services For WSPP Projects

Add To Contract Management

Awarded

41	2460	31	0	22
Planholders	Broadcast to	Supplemental Suppliers	Watchers	Post Bid Viewers

## Bid Details

Agency Name	City of Gainesville - Procurement Division
Bid Writer	Darius McPhall
Bid ID	RFQ-WSPP#180054-DM-0-2018/DM
Bid Type	Request for Qualification
Broadcast Date	Jan 25, 2018 12:00am (EST)
Fiscal Year	2018
Due	Feb 28, 2018 3:00pm (EST)
Bid Status Text	None
Additional Registration (NEW)	NONE

## Scope of Work

The City of Gainesville is requesting the submission of Statements of Qualifications (RFQs) from professional firms with expertise with parks and/or recreation design projects. The scope of work may include initial assessments, conducting p .....

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## Documents

Download all documents

Filename	Type	File Type	File Size	Date Modified	Status
<a href="#">WSPP-18005...</a>	Award Document	PDF	63.95 KB	Apr 4, 2018	Complete
<a href="#">WSPP#18005...</a>	Bid Tabulation Sheet	PDF	393.87 KB	Feb 28, 2018	Complete
<a href="#">Design Servi...</a>	Addendum	PDF	93.74 KB	Feb 21, 2018	Complete
<a href="#">Design Servi...</a>	Addendum	PDF	1.10 MB	Feb 19, 2018	Complete

<a href="#">WSPP-18005...</a>	Bid Document / Specifications	PDF	1.12 MB	Jan 25, 2018	Complete
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Distribution Info

Bid Bond	None
Plan (blueprint)	None
eBidding	No
Distributed By	DemandStar
Distribution Method	Download
Distribution Options	Bid has no blueprints associated with it

Publications

[View Legal Ad](#)

Pre-Bid Conference

NON-MANDATORY  
February 14, 2018  
10:00 a.m.  
At Thomas Center “A”1st Floor Conf. Rm 105  
Gainesville, FL

Statistics

Planholders	There are 41 Planholders for this bid.	
Filtered	No	
Broadcast List	2460 Suppliers have been notified	<a href="#">Export</a>
Post-Bid Viewers	There are 22 Post-Bid viewers	
Supplemental Suppliers	31 Supplemental Suppliers	<a href="#">Export</a>

Commodity Code

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