



Date: May 12, 2023

To: All Submitting Vendors

Re: **INTENT TO AWARD: RFQ # 2023-11 – Urban Planning Continuing Services**

This letter serves as notification that the Selection Committee will present a final ranking of firms and a recommendation to the Wildwood City Commission to approve the final ranking and authorize staff to enter into negotiations with the top three ranked firms under this RFQ.

On May 11, 2023, RFQ #2023-11 was issued resulting in six (6) timely qualifications packages being received by the opening date and time of May 4, 2023 at 11:00 a.m. All proposals were responsive to the RFQ requirements.

The Selection Committee held a review of the proposals. At the conclusion of the review, the Committee scored the six firms. Based on the Committee scores a final ranking was determined for all firms. The final ranking is as follows:

1. GAI's Consultants, Inc
2. Ayres Associates, Inc
3. Inspire Placemaking Collective, Inc
4. CPH, LLC
5. Klavon Design Associates, Inc
5. NUE Urban Concepts

No. 5 Tied
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The Evaluation Committee will recommend approval of the final ranking as established above to the City Commission at their regular meeting scheduled for May 22<sup>nd</sup>, 2023 at 7 p.m. (100 N. Main St., Wildwood), and recommend entering into negotiations with the top three ranked firms for agreements.

**Award Protest Information:**

Please be aware under state purchasing laws, unsuccessful bidders may protest the intent to award decision. Therefore, this intent to award is conditional upon the review and resolution of any and all protests filed. Failure to file a protest within the time prescribed in section 120.57 (3), Florida Statutes, which is 72 hours, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Saturdays, Sundays and state holidays shall be excluded in the computation of the 72 hour time periods.



Any protest to this decision or intended decision must be delivered prior to the Protest End Date/Time specified in this Notice.

Protests must be delivered to:  
City of Wildwood  
Attn: Susan Patterson, City Clerk  
Wildwood, FL 34785

Intent To Award Distributed: May 12, 2023 at or before 5:00 p.m., EST

Protest Period End Date / Time: May 17, 2023 at 5:00 p.m., EST

Notice Posted by: Cassandra Smith  
Assistant City Manager/CFO

If you have any questions regarding the procurement procedures, please contact me via e-mail at [csmith@wildwood-fl.gov](mailto:csmith@wildwood-fl.gov).

We appreciate your interest in doing business with The City of Wildwood and we look forward to working with you on future projects.

A handwritten signature in black ink that reads "Cassandra Smith". The signature is written in a cursive style with a large initial "C" and a decorative flourish at the end.

Cassandra Smith, CPM, CMC  
Assistant City Manager/CFO