

#	Evaluation Category	Max Points	Evaluator Score
1	Qualifications and Relevant Experience	30	RD: 25 BL: 28 MF: 28 Total: 27
2	References and Quality of Past Performance:	25	RD: 20 BL: 25 MF: 23 Total: 22.66

3	Project Approach – Ability to Meet Requirements:	25	RD: 15 BL: 20 MF: 23 Total: 19.33
4	Other Information:	10	RD: 2 BL: 4 MF: 9 Total: 5
4	Project Schedule and Deliverables	10	RD: 5 BL: 6 MF: 9 Total: 6.66
4	Litigation:	-5 to 0	RD: 0 BL: 0 MF: 0 Total:

80.66

RFQ 26-001 - Chief Building Official and Inspector

Key Evaluation Considerations

Prior experience serving as a Chief Building Official in Florida.

Experience with building inspections services (commercial, residential, marine, historic).

Knowledge of Florida Building Code, FEMA regulations, and local ordinances.

International Code Council (ICC) and state licensure.

Experience with plan review, permitting, and enforcement.

Experience with digital permitting and inspections software

Also Evaluated:

Staff qualifications, including licensure and certifications.

Safety and risk mitigation procedures.

Quality control practices.

Number and types of similar municipal contracts previously performed.

Methods used to ensure code compliance and efficiency.

Performance on similar government contracts.

Responsiveness, professionalism, and client satisfaction.

Demonstrated ability to work collaboratively with City Departments.

Proposed staffing assignments and availability.

Coverage plan for vacations, illness, and peak workloads.

Inspection scheduling process and turnaround time.

Communication with contractors and the public.

Project Management:

Workflow and recordkeeping procedures.

Use of Technology (inspection apps, reporting platforms).

Protocol for issuing notices, violations, stop-work orders.

Value-added services (e.g., public education, technology integrations).

Familiarity with City of Key West Building Code and environment.

Prior or current clients in Florida, South Florida, or Key West.

Proposed transition plan and timeline to assume responsibilities.

Milestones, reporting deadlines, and deliverables.

Ability to meet urgent inspections requests.

History of litigation, claims, or contract disputes.

Current legal actions that may affect contract performance.

Score: 0 if clean, up to -5 if incomplete or missing.

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Notes / Justification

Committee Score Tabulation Sheet				
Proposer	RD	BL	MF	Average
JPI	67	83	92	80.66666667

Evaluation Instructions for Committee Mem

Provide clear instructions:

1. Review each Qualifications Package independently.
2. Score each category based on the criteria in the RFQ.
3. Provide written justification for each category score.
4. Do not discuss scoring with other members prior to the meeting.
5. Submit completed score sheets to Procurement at the evaluation meeting for tabulation

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