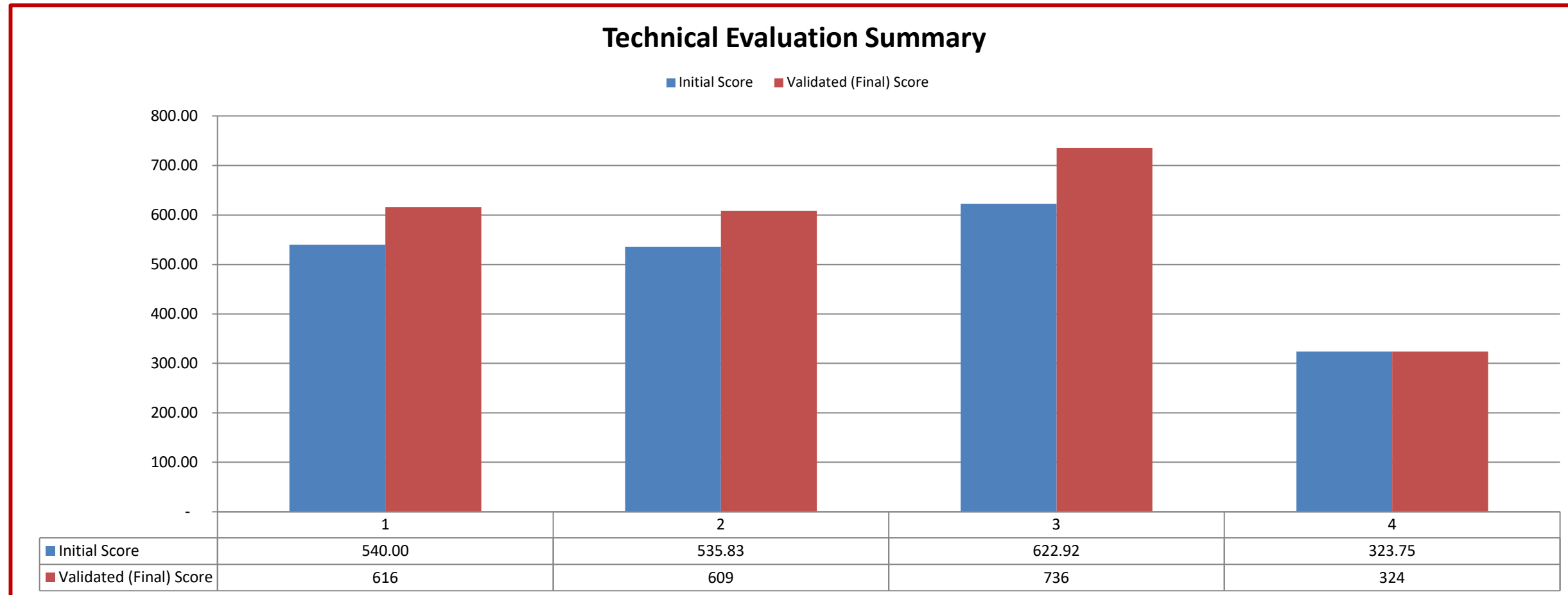


Evaluation Summary	
RFP #:	20210018
RFP Name:	Consulting Services for a New Public Works Building
Issuing Officer:	Jason Bezak

Offeror Name	Graph #	Initial Score	Validated (Final) Score
CAPTEC Engineering, Inc.	1	540.00	616
Colliers International	2	535.83	609
CPZ Architects, Inc.	3	622.92	736
NOT SHORTLISTED - West Construction, Inc.	4	323.75	324



Master Technical Evaluation Template

RFP #: 20210018
 RFP Name: Consulting Services for a New Public Works Building
 Issuing Officer: Jason Bezak
 Date Reviewed:

Reminder - Do not change formulas in Validated Score columns.

Offeror Name
CAPTEC Engineering, Inc.

Average Initial Rating	540.00
Average Validated Score	616.25

Question and Point information entered in columns A - C will flow to other tabs. Evaluator names will flow to other tabs. Rows 12 thru 18 are hidden on all tabs. Do not unhide these rows. Do not change the formulas on these rows or the spreadsheet will not work.

Question Type	#	Question	Answer	Possible Points	Isai Chavez					Michael Enot					Roger Jacob							
					Initial Rating	Initial Score	Initial Comments	Validated Rating	Validated Comments	Validated Score	Initial Rating	Initial Score	Initial Comments	Validated Rating	Validated Comments	Validated Score	Initial Rating	Initial Score	Initial Comments	Validated Rating	Validated Comments	Validated Score
	1	Please provide all documentation needed for Location. Proposer's Location - Location shall mean a business which meets the following criteria: # of Miles from City Hall to Assigned Staff's Office location 0-60 Miles 61-80 Miles 81-100 Miles 101-120 Miles 121-140 Miles 140+ Miles	Yes	25	Excellent	25.00	CAPTEC is located within 60 miles of City Hall	Excellent	CAPTEC is located within 60 miles of City Hall	25.00	Excellent	25.00	CAPTEC is located within 60 miles of City Hall.	Excellent	CAPTEC is located within 60 miles of City Hall.	25.00	Excellent	25.00	CAPTEC is located within 60 miles of City Hall	Excellent	CAPTEC is located within 60 miles of City Hall	25.00
	2	Woman/Veteran/Minority Owned Business. Does the Primary firm hold a Minority Business Certification by the Florida Department of Management Services, as described in section 8 of the document? If so, please attach.	No	25	Poor	0.00	CAPTEC is not a Minority Owned Business.	Poor	CAPTEC is not a Minority Owned Business.	0.00	Poor	0.00	CAPTEC is not a Woman/Veteran/Minority Owned Business.	Poor	CAPTEC is not a Woman/Veteran/Minority Owned Business.	0.00	Poor	0.00	Captec is not a Minority Business.	Poor	Captec is not a Minority Business.	0.00
	3	Executive summary. This section should include the Firm's overall concept of the working relationship that will be required to successfully complete this project. The proposer shall provide an executive summary narrative containing information that indicates an understanding of the overall need for and purpose of the services presented in the RFP.	Yes	180	Excellent	180.00	Response thoroughly highlighted the firm's expertise and key staff that will assist in moving this project forward	Good	Demonstrated capacity in working relationships and local knowledge of City.	135.00	Marginal	45.00	The information submitted was generic.	Adequate	Presentation Comments: CAPTEC provided a written response to the city's question that clearly defined the firms expectations and reiterated that they do not anticipate imposing on City Staff. Primarily seeking assistance in data gatherings. Discussed the three alternate delivery methods. They indicated their process is to include the use of subconsultants not specifically defined whenever needed. Reiterated their local knowledge as well as team synergy. Changed from Marginal to High Adequate Response.	90.00	Adequate	90.00		Adequate		90.00
	4	Project plan. A project plan is a formal document designed to guide the control and execution of a project. A project plan is the key to a successful project and is the most important document that needs to be created when starting any business project. This should include any special concerns or accommodations needed for a successful project. The plan shall also include methods for planning, organizing, scheduling, coordinating, and administering the total effort. Explain the overall approach to the project. A submission of sample tables and graphs that are reflective of work typically performed by the consultant should be included in the proposal.	Yes	180	Good	135.00	Project plan was elaborate and thorough in providing methods for planning, organizing, and coordinating the project. I thought detail in terms of scheduling and administering the effort would have made it excellent.	Excellent	More details were presented in presentation that demonstrated ability to do work in a timely manner.	180.00	Adequate	90.00	The submission of sample tables and graphs that are reflective of the work typically performed by the consultant were not apparent within the submittal. The identification of special concerns and accommodations needed for a successful project was not clear.	Good	Presentation Comments: CAPTEC provided a written response to the city's question regarding real estate subconsultant and elaborated on tasks Deighan will provide. Clarified their intent to bring a Geotech in earlier. Further explained the matrix to be used. Response to question 2, 3, 4 & 5 clarified generic answers in initial response. Changed response to	135.00	Adequate	90.00		Good	Provided in depth understanding of project plan including approach.	135.00
	5	Would it be feasible to purchase an existing warehouse or facility within the City for this use?	Yes	90	Adequate	45.00	There is no mention of reviewing zoning requirements for existing buildings.	Excellent	Presentation provided a further exploration of feasibility of existing sites.	90.00	Poor	0.00	Please refer to comments under item 6 as the information under this item is quite similar to the response to item 6.	Good	Presentation Comments: The response to question as supplemented by presentation and question follow up. Changed response from Poor to Good Response.	67.50	Adequate	45.00		Adequate		45.00

	6	What other sites should be considered for the new Public Works Building?	Yes	90	Adequate	45.00	The description provides a method and theoretical timeline for determining other sites that should be considered.	Excellent	Presentation provided further evaluation of other sites in consideration.	90.00	Poor	0.00	The proposer does not identify prospective locations. They only confirm the RFP requirement to identify two additional sites. The first paragraph for this item is the same as number 2.	Adequate	Presentation Comments: The response to the question as supplemented by post presentation comments and responses significantly improved information in presentation and question responses. Changed response from Poor to High Good Response.	45.00	Adequate	45.00		Adequate		45.00
--	---	--	-----	----	----------	-------	---	-----------	---	-------	------	------	--	----------	--	-------	----------	-------	--	----------	--	-------

7	Why should the City select your firm for this work?	Yes	90	Excellent	90.00	The list of projects/achievements is relevant to this project.	Good	Local knowledge was presented as strength.	67.50	Adequate	45.00	In addition to the proven track record of the proposer, the proposer identified the use of a real estate appraiser familiar within the City of PSI.	Adequate	Information provided did not change initial ranking.	45.00	Adequate	45.00	Adequate	45.00
8	What does your firm anticipate being the most challenging part of this project?	Yes	90	Excellent	90.00	The timeframe challenge was addressed well by specifically describing how concurrent tasks would be performed.	Good	Explanation presented an honest assessment of challenges faced with this type of project.	67.50	Adequate	45.00	The proposer identified the selection of the site and schedule.	Adequate	Information provided did not change initial ranking.	45.00	Adequate	45.00	Adequate	45.00
9	Provide a listing of firm's current contracts.	Yes	25	Good	18.75	Current contracts were clearly defined.	Adequate	I do not recall this being highlighted as extensively as in the submitted proposal.	12.50	Adequate	12.50	The proposer identified current contracts for local municipalities.	Adequate	The proposer identified current contracts for local municipalities.	12.50	Adequate	12.50	Adequate	12.50
10	Please complete and attach Form 330 part I and II for evaluation of qualifications & staff/personnel.	Yes	25	Excellent	25.00	Project examples provided for team member qualifications were detailed and thorough.	Adequate	I do not recall this being highlighted as extensively as in the submitted proposal.	12.50	Adequate	12.50		Adequate		12.50	Adequate	12.50	Adequate	12.50
11	Value-added services. This term is used for non-core services, or, all services beyond the identified scope. Does the firm recommend any optional value-added services?	Yes	45	Good	33.75	More description of value-added services versus resume of projects would have propelled this to excellent.	Adequate	Value added was more of a continuation of a continuation of why the City should select this firm for this work.	22.50	Marginal	11.25	A proven track record of delivering uniquely similar projects such as the Martin County Emergency Operation Facility and Martin County Vehicle Maintenance Facility was presented. The ongoing public works operation facility project appears to demonstrate prior client has re-selected firm based on past performance of completed projects. No apparent optional value added services were	Marginal	Information provided did not change initial ranking.	11.25	Adequate	22.50	Adequate	22.50
12	Proposed Schedule. Making adjustment for issues that may arise during this project, what is your proposed schedule for this project? This section shall include a detailed breakdown and timelines for achieving the scope of work, with a delineation of assigned staff for each task associated with the project. Also include quality assurance efforts for the data collection and analysis tasks, a process for ensuring that no individual respondents will be identified, and a project timeline. The consultant must have sufficient equipment and personnel for back-up and/or emergencies to assure prompt scheduling and completion of services within the schedule. *Final project schedule will be negotiated with awarded firm.	Yes	45	Good	33.75	I thought an opportunity was missed to show how some of these tasks would run concurrently in graphical form.	Excellent	Applicant demonstrated they would meet our timeline for meeting our Council deadline.	45.00	Marginal	11.25	The proposer's reference of item four (4) confirms the proposer is to "begin the permitting process upon the completion of the construction plans". The schedule for the project was divided into five (5) tasks of which tasks three (3), four (4) and five (5) were concurrent. The schedule does commit to complete tasks 1 and 2 prior to the October Board meeting presentation. The omission of geotechnical and environmental services prior to October 2021 could adversely affect the proper building foundation selection. No detailed timelines for achieving the scope of work nor delineation of staff for each tasks. The time associated	Marginal	Information provided did not change initial ranking. Did appreciate commitment to bring Geotech and other members to the table earlier if needed regardless of schedule	11.25	Adequate	22.50	Adequate	22.50
13	Other Material. Please include any additional material that may assist the City in evaluating the proposals and approach to the project. Pre-printed advertisements, brochures, and promotional material may be attached as additional information, but shall not serve as a substitute for a specific response. Attachment of brochures instead of the written response request will be grounds for disqualification or devaluation. A simple "yes" or "no" answer alone will not be acceptable unless clearly requested; an explanation shall be provided for each question/issue listed in this response outline. However, clarity and brevity of presentation, not length, will be favorably considered.	Yes	45	Excellent	45.00	Description of Quality Control was especially helpful and useful in assisting the applicant to stand out.	Adequate	I do not recall this being highlighted as extensively as in the submitted proposal.	22.50	Marginal	11.25	Having a twenty-four year proven track record in providing professional services to City was noted. The firms (2) availability, (3) experience in this location, local knowledge, and (4) quality control is noted but not sufficiently quantified to warrant a rating greater than marginal. The verbiage provided does convey the firms desire keep the project moving but not the document controls	Marginal	Information provided did not change initial ranking.	11.25	Adequate	22.50	Adequate	22.50

14	Innovation. Please outline any tools in the firms "toolbox" that can be considered innovative and that have proven to benefit the successful completion of similar projects recently.	Yes	45	Adequate	22.50	Only first point was an example of innovation.	Poor	Presentation did not provide much in the way of innovation.	0.00	Marginal	11.25	The proposer listed eight (8) items under their response. Item number 1 indicated the use of a drone to illustrate impacts to adjacent residential neighborhood as well as the consideration of an automatic washdown facility and solar power roof units. The design of the parking to facilitate efficient deliveries and the parking of vehicles at the conclusion of a work period is not innovative but good design practices. The information presented under the remaining items are representative of good project management techniques but are not	Marginal	Information provided did not change initial ranking.	11.25	Good	33.75	Outlined several innovative tools which may help project.	Good	Outlined several innovative tools which may help project.	33.75
----	---	-----	----	----------	-------	--	------	---	------	----------	-------	--	----------	--	-------	------	-------	---	------	---	-------

Master Technical Evaluation Template

RFP #: 20210018
 RFP Name: Consulting Services for a New Public Works Building
 Issuing Officer: Jason Bezak
 Date Reviewed:

Reminder - Do not change formulas in Validated Score columns.

Offeror Name

Colliers International

Average Initial Rating 535.83

Average Validated Score 608.75

Question and Point information entered in columns A - C will flow to other tabs. Evaluator names will flow to other tabs. Rows 12 thru 18 are hidden on all tabs. Do not unhide these rows. Do not change the formulas on these rows or the spreadsheet will not work.

Question Type	#	Question	Answer	Possible Points	Isai Chavez					Michael Enot					Roger Jacob							
					Initial Rating	Initial Score	Initial Comments	Validated Rating	Validated Comments	Validated Score	Initial Rating	Initial Score	Initial Comments	Validated Rating	Validated Comments	Validated Score	Initial Rating	Initial Score	Initial Comments	Validated Rating	Validated Comments	Validated Score
	1	Please provide all documentation needed for Location. Proposer's Location - Location shall mean a business which meets the following criteria: # of Miles from City Hall to Assigned Staff's Office location 0-60 Miles 61-80 Miles 81-100 Miles 101-120 Miles 121-140 Miles 140+ Miles	Yes	25	Excellent	25.00	Colliers is within 60 miles of City Hall.	Excellent	Colliers is within 60 miles of City Hall.	25.00	Excellent	25.00	Colliers is within 60 miles of City Hall.	Excellent	Colliers is within 60 miles of City Hall.	25.00	Excellent	25.00	Colliers is within 60 miles of City Hall.	Excellent	Colliers is within 60 miles of City Hall.	25.00
	2	Woman/Veteran/Minority Owned Business. Does the Primary firm hold a Minority Business Certification by the Florida Department of Management Services, as described in section 8 of the document? If so, please attach.	No	25	Poor	0.00	Colliers is not a Minority Business.	Poor	Colliers is not a Minority Business.	0.00	Poor	0.00	Colliers is not a Minority Business.	Poor	Colliers is not a Minority Business.	0.00	Poor	0.00	Colliers is not a Minority Business.	Poor	Colliers is not a Minority Business.	0.00
	3	Executive summary. This section should include the Firm's overall concept of the working relationship that will be required to successfully complete this project. The proposer shall provide an executive summary narrative containing information that indicates an understanding of the overall need for and purpose of the services presented in the RFP.	Yes	180	Excellent	180.00	I thought there resume of projects the've done for other municipalities was refreshing because it involves other type of facilities/projects that don't fit in the category of public buildings but allows them to bring an interdisciplinary approach to this project.	Good	Presentation demonstrated a working relationship with the projec team but not with the City.	135.00	Marginal	45.00	The executive summary included a project plan of visioning and programming as well as site conceptual design. The historical examples demonstrate that the proposer may know the process but the purpose of the services to be provided was not clearly explained. The working relationship that will be required as well as the proposer understanding can be gleamed from the examples provided but the information requested was not specifically addressed.	Marginal	Responses to questions and presentation did not change initial rankings.	45.00	Good	135.00	Concept demonstrated well.	Good	Concept demonstrated well.	135.00
	4	Project plan. A project plan is a formal document designed to guide the control and execution of a project. A project plan is the key to a successful project and is the most important document that needs to be created when starting any business project. This should include any special concerns or accommodates needed for a successful project. The plan shall also include methods for planning, organizing, scheduling, coordinating, and administering the total effort. Explain the overall approach to the project. A submission of sample tables and graphs that are reflective of work typically performed by the consultant should be included in the proposal.	Yes	180	Good	135.00	The visual graphics are welcome but the timeline is hard to follow and the deliverables should have at least a short description.	Excellent	Very thorough presentation of project plan and components were demonstrated.	180.00	Adequate	90.00	The proposal includes sample tables and graphs that are reflective of the work typically performed. The methods can be gleamed through the review and understanding of the samples provided.	Adequate	Responses to questions and presentation did not change initial rankings.	90.00	Adequate	90.00	Planning importance emphasized.	Excellent	Planning importance emphasized. Assigned data points for site selections. Teams worked together on past projects.	180.00
	5	Would it be feasible to purchase an existing warehouse or facility within the City for this use?	Yes	90	Good	67.50	I think the response provided is logical, evaluating initial and long term maintenance costs for example. However, additional research would have made this a stronger response.	Good	Further exploration was done on existing facilities.	67.50	Marginal	22.50	The proposal answered the question with a yes but did not elaborate.	Adequate	The proposal answered the question with a yes but did not elaborate. Responses to questions and presentation did change initial rankings from Marginal to Adequate.	45.00	Adequate	45.00		Adequate		45.00
	6	What other sites should be considered for the new Public Works Building?	Yes	90	Poor	0.00	The response appears to be addressing another project when it mentions Saint Lucie Water Treatment Facility.	Good	Further exploration was done on other sites.	67.50	Poor	0.00	The proposal referenced the wrong type of facility.	Poor	Responses to questions and presentation did not change initial rankings.	0.00	Adequate	45.00		Adequate		45.00
	7	Why should the City select your firm for this work?	Yes	90	Adequate	45.00	Inhouse services and design expert partnership are sufficient but more could have been said to stand out, perhaps an example of past work/achievement.	Good	Strengths centered on working relationships among the project team.	67.50	Adequate	45.00	No definitive reason given other than inhouse staff	Adequate	Responses to questions and presentation did not change initial rankings.	45.00	Good	67.50	Common project experience provided.	Good	Common project experience provided.	67.50
	8	What does your firm anticipate being the most challenging part of this project?	Yes	90	Excellent	90.00	I think challenges were clearly defined and how these challenges can be overcome were well described.	Good	The challenging aspects of this type of project were thoroughly explored	67.50	Good	67.50		Good		67.50	Adequate	45.00		Adequate		45.00
	9	Provide a listing of firm's current contracts.	Yes	25	Good	18.75	I am not sure why the response references pages 21, 22, and 23. I didn't find anything relevant there, otherwise, this would have been an excellent response due to the extensive and relevant list of contracts.	Good	This was more adequately presented in the presentation.	18.75	Adequate	12.50		Adequate		12.50	Adequate	12.50		Adequate		12.50
	10	Please complete and attach Form 330 part I and II for evaluation of qualifications & staff/personnel.	Yes	25	Good	18.75	Examples of project worked on by staff were relevant.	Adequate	I do not recall this being highlighted as extensively as in the submitted proposal.	12.50	Marginal	6.25	The Collier staff appears to be experienced but some of the maser consulting staff may be outside their experience in some areas.	Marginal	The Collier staff appears to be experienced but some of the maser consulting staff may be outside their experience in some areas.	6.25	Adequate	12.50		Adequate		12.50
	11	Value-added services. This term is used for non-core services, or, all services beyond the identified scope. Does the firm recommend any optional value-added services?	Yes	45	Good	33.75	I think the integrated services platform response was valid but other value-added services could have been mentioned given that integration is something we would come to expect regardless.	Good	Use of technology and approach were well highlighted as value-added services and experienced team.	33.75	Marginal	11.25	No formal response. Several previously innovative services were noted.	Marginal	Responses to questions and presentation did not change initial rankings.	11.25	Adequate	22.50		Adequate		22.50

12	<p>Proposed Schedule. Making adjustment for issues that may arise during this project, what is your proposed schedule for this project?</p> <p>This section shall include a detailed breakdown and timelines for achieving the scope of work, with a delineation of assigned staff for each task associated with the project. Also include quality assurance efforts for the data collection and analysis tasks, a process for ensuring that no individual respondents will be identified, and a project timeline. The consultant must have sufficient equipment and personnel for back-up and/or emergencies to assure prompt scheduling and completion of services within the schedule. *Final project schedule will be negotiated with awarded firm.</p>	yes	45	Marginal	11.25	The proposed schedule was too simplistic, each category in Phase 1 should have been broken down to include tasks and show how each falls into the proposed timeline and whether some are performed concurrently with other tasks.	Excellent	Applicant demonstrated they would meet our timeline for meeting our Council deadline.	45.00	Marginal	11.25	Only milestone dates were provided. Start date is not consistent with Addendum.	Marginal	Responses to questions and presentation did not change initial rankings.	11.25	Adequate	22.50		Adequate		22.50
13	<p>Other Material. Please include any additional material that may assist the City in evaluating the proposals and approach to the project. Pre-printed advertisements, brochures, and promotional material may be attached as additional information, but shall not serve as a substitute for a specific response. Attachment of brochures instead of the written response request will be grounds for disqualification or devaluation. A simple "yes" or "no" answer alone will not be acceptable unless clearly requested; an explanation shall be provided for each question/issue listed in this response outline. However, clarity and brevity of presentation, not length, will be favorably considered.</p>	Yes	45	Poor	0.00	While promotional material is welcome as additional information, as the criteria states, it is no substitute for a written response.	Adequate	I do not recall this being highlighted as extensively as in the submitted proposal.	22.50	Poor	0.00	I was not able to locate a formal response during my review	Poor	I was not able to locate a formal response during my review	0.00	Adequate	22.50		Adequate		22.50

14	Innovation. Please outline any tools in the firms "toolbox" that can be considered innovative and that have proven to benefit the successful completion of similar projects recently.	Yes	45	Excellent	45.00	Examples of innovation were well explained and visually demonstrated.	Good	Technology and software program used were solid examples of innovation.	33.75	Adequate	22.50	Offered a toolbox of techniques that used to be innovative but are becoming the norm. Unable to determine if the use of benchmarking and the firms design technology suite is truly innovative.	Adequate	Responses to questions and presentation did not change initial rankings.	22.50	Good	33.75	Several innovations provided.	Good	Several innovations provided.	33.75
----	---	-----	----	-----------	-------	---	------	---	-------	----------	-------	---	----------	--	-------	------	-------	-------------------------------	------	-------------------------------	-------

Master Technical Evaluation Template

RFP #: 20210018
 RFP Name: Consulting Services for a New Public Works Building
 Issuing Officer: Jason Bezak
 Date Reviewed:

Reminder - Do not change formulas in Validated Score columns.

Offeror Name
 CPZ Architects, Inc.

Average Initial Rating 622.92
 Average Validated Score 735.83

Question and Point information entered in columns A - C will flow to other tabs. Evaluator names will flow to other tabs. Rows 12 thru 18 are hidden on all tabs. Do not unhide these rows. Do not change the formulas on these rows or the spreadsheet will not work.

Question Type	#	Question	Answer	Possible Points	Isai Chavez					Michael Enot					Roger Jacob							
					Initial Rating	Initial Score	Initial Comments	Validated Rating	Validated Comments	Validated Score	Initial Rating	Initial Score	Initial Comments	Validated Rating	Validated Comments	Validated Score	Initial Rating	Initial Score	Initial Comments	Validated Rating	Validated Comments	Validated Score
	1	Please provide all documentation needed for Location. Proposer's Location - Location shall mean a business which meets the following criteria: # of Miles from City Hall to Assigned Staff's Office location 0-60 Miles 61-80 Miles 81-100 Miles 101-120 Miles 121-140 Miles 140+ Miles	12.4 miles	25	Excellent	25.00	Firm is located within 60 miles.	Excellent	Firm is located within 60 miles.	25.00	Excellent	25.00	Firm is located within 60 miles.	Excellent	Firm is located within 60 miles.	25.00	Excellent	25.00	Firm is located within 60 miles.	Excellent	Firm is located within 60 miles.	25.00
	2	Woman/Veteran/Minority Owned Business. Does the Primary firm hold a Minority Business Certification by the Florida Department of Management Services, as described in section 8 of the document? If so, please attach.	No	25	Poor	0.00	CPZ not a Minority Business.	Poor	CPZ not a Minority Business.	0.00	Poor	0.00	CPZ not a minority business.	Poor	CPZ not a minority business.	0.00	Poor	0.00	CPZ not a Minority Business.	Poor	CPZ not a Minority Business.	0.00
	3	Executive summary. This section should include the Firm's overall concept of the working relationship that will be required to successfully complete this project. The proposer shall provide an executive summary narrative containing information that indicates an understanding of the overall need for and purpose of the services presented in the RFP.	YES	180	Excellent	180.00	I thought the response provided did great a job of highlighting the firm's strengths as they relate to project management and their existing working relationships with the City on other projects.	Excellent	Firm's strength in local knowledge were thoroughly explained.	180.00	Marginal	45.00	Proposal provides a brief overview of the overall working relationship between the team members that will be required to complete the project. CPZ Architects, Inc. demonstrated their understanding of the overall need for the services anticipated and stated the purpose of the proposed services presented in the RFP. Desired outcome of no change orders on Whispering Pines Concession Building and renovations to Minsky Gymnasium was noted. A statement indicating past working relationship with subs is provided as well as quote of exemplary performance from the City of Coral Springs. Minor typo reference (used word town in lieu of City). Proposal did not provide a comprehensive discussion on the working relationship that	Good	The proposed did the best in presenting answers to questions in an organized manner. Initial ranking of Marginal was changed to Good based on presentation.	135.00	Excellent	180.00	Municipal work is their specialty.	Excellent	Municipal work is their specialty.	180.00
	4	Project plan. A project plan is a formal document designed to guide the control and execution of a project. A project plan is the key to a successful project and is the most important document that needs to be created when starting any business project. This should include any special concerns or accommodations needed for a successful project. The plan shall also include methods for planning, organizing, scheduling, coordinating, and administering the total effort. Explain the overall approach to the project. A submission of sample tables and graphs that are reflective of work typically performed by the consultant should be included in the proposal.	YES	180	Good	135.00	The methods for approaching project provided in the response are sound and how certain methods will expedite the process are also welcome.	Good	Solid details were provided in the project plan that give the impression quality work would be provided.	135.00	Adequate	90.00		Adequate	Presented information did not result in a change in initial ranking.	90.00	Excellent	180.00	Plan demonstrates their organized approach.	Excellent	Plan demonstrates their organized approach.	180.00
	5	Would it be feasible to purchase an existing warehouse or facility within the City for this use?	YES	90	Good	67.50	I appreciated the positive response to evaluating existing facilities and the example provided from a project with another municipality. Further discussion of zoning considerations and other possible constraints would	Excellent	Strong research concerning existing sites were provided.	90.00	Marginal	22.50	Commitment to perform feasibility of utilizing or finding an existing warehouse facility was acknowledged. Referenced a project in which they actually located and upgraded to meet City of Coral Springs needs.	Good	Information presented resulted in the ranking to be increased from Marginal to Good.	67.50	Adequate	45.00		Adequate		45.00
	6	What other sites should be considered for the new Public Works Building?	YES	90	Adequate	45.00	Further discussion of the possibility and evaluation of other sites would have made this a stronger response.	Excellent	Strong research concerning other sites were provided.	90.00	Poor	0.00	The response identified factors that need to be considered but did not suggest other sites to be considered.	Adequate	Information presented resulted in the ranking to be increased from Poor to Good.	45.00	Adequate	45.00		Adequate		45.00
	7	Why should the City select your firm for this work?	YES	90	Excellent	90.00	I think the examples provided were well explained and relevant	Good	Firm's strengths in local knowledge were once again explained as were cost savings.	67.50	Adequate	45.00	The response identified the firm's commitment to quality as well as referenced their track record with clients. They discussed their strong relationship with their proposed subconsultants as well as what each subconsultant brings to their team.	Adequate	The response identified the firm's commitment to quality as well as referenced their track record with clients. They discussed their strong relationship with their proposed subconsultants as well as what each subconsultant brings to their team.	45.00	Excellent	90.00	Specialize in municipal work.	Excellent	Specialize in municipal work.	90.00
	8	What does your firm anticipate being the most challenging part of this project?	YES	90	Adequate	45.00	More detail or an exposition of the challenges that could be faced with this project provide a stronger response.	Adequate	The challenging aspects of the project were sufficiently provided.	45.00	Good	67.50	They identified the need and ability to get consensus among the stakeholders and commissioners as the challenge.	Good	They identified the need and ability to get consensus among the stakeholders and commissioners as the challenge.	67.50	Adequate	45.00		Good	Understands site selection criteria.	67.50
	9	Provide a listing of firm's current contracts.	YES	25	Adequate	12.50	There does not appear to be many current contracts and the ones that were specified were not given much description or a scheduled completion.	Excellent	Good case studies were provided to show how current projects relate to the proposed project.	25.00	Adequate	12.50		Adequate		12.50	Excellent	25.00	Similar projects identified.	Excellent	Similar projects identified.	25.00
	10	Please complete and attach Form 330 part I and II for evaluation of qualifications & staff/personnel.	YES	25	Good	18.75	Qualifications of key staff were well documented and examples of previous work were as well	Good	Staff qualifications were well explained.	18.75	Adequate	12.50		Adequate		12.50	Excellent	25.00	Similar project experience by staff identified.	Excellent	Similar project experience by staff identified.	25.00

11	Value-added services. This term is used for non-core services, or, all services beyond the identified scope. Does the firm recommend any optional value-added services?	YES	45	Good	33.75	Value added services appear to be unique to the firm and relevant to the project. Cost Containment approach was a welcome addition.	Good	Cost savings were well explained.	33.75	Marginal	11.25	The use of Revit software is not a value added service as it is becoming the industry norm. They referenced the use of other building certifications to save costs. The use of CMS for cost estimating is not innovative, but is a highly desirable value added. They recognize maintaining staff productivity.	Good	The proposer indicated that they will be candid in agreeing to what can be done to meet the interim and final contract deadlines. The ranking increased from Marginal to Good based on the responses made and not necessarily the written responses and presentation.	33.75	Adequate	22.50		Adequate		22.50
12	Proposed Schedule. Making adjustment for issues that may arise during this project, what is your proposed schedule for this project? This section shall include a detailed breakdown and timelines for achieving the scope of work, with a delineation of assigned staff for each task associated with the project. Also include quality assurance efforts for the data collection and analysis tasks, a process for ensuring that no individual respondents will be identified, and a project timeline. The consultant must have sufficient equipment and personnel for back-up and/or emergencies to assure prompt scheduling and completion of services within the schedule. *Final project schedule will be negotiated with awarded firm.	YES	45	Marginal	11.25	Proposed schedule is lacking specificity. Tasks were not broken down to get a clear sense of project schedule.	Poor	Applicant did explain willingness to work with City timeline but timeline shown in presentation would not meet Council retreat date.	0.00	Marginal	11.25	A detailed breakdown and timelines was not provided. The writeup states the need to meet deadlines, but does not include a breakdown of activities need to achieve the scope of work	Adequate	The ranking increased from Marginal to Good based on the responses made and not necessarily the written responses and presentation.	22.50	Excellent	45.00	Sufficient personnel provided.	Excellent	Sufficient personnel provided.	45.00
13	Other Material. Please include any additional material that may assist the City in evaluating the proposals and approach to the project. Pre-printed advertisements, brochures, and promotional material may be attached as additional information, but shall not serve as a substitute for a specific response. Attachment of brochures instead of the written response request will be grounds for disqualification or devaluation. A simple "yes" or "no" answer alone will not be acceptable unless clearly requested; an explanation shall be provided for each question/issue listed in this response outline. However, clarity and brevity of presentation, not length, will be favorably considered.	YES	45	Poor	0.00	It appears this section is skipped. Since it is not labeled. Publication material does not substitute for a written response.	Adequate	I do not recall this being highlighted as extensively as in the submitted proposal.	22.50	Good	33.75	The reference letters provided indicate and/or demonstrate the proposer is meeting the expectations of the client.	Good	The reference letters provided indicate and/or demonstrate the proposer is meeting the expectations of the client.	33.75	Excellent	45.00	Provided many similar projects.	Excellent	Provided many similar projects.	45.00

14	Innovation. Please outline any tools in the firms "toolbox" that can be considered innovative and that have proven to benefit the successful completion of similar projects recently.	YES	45	Poor	0.00	This section appears to have been skipped as well. I do not see a written response.	Good	Different approaches to cost savings and material usage were well explored.	33.75	Marginal	11.25	No truly innovative approaches to streamline project schedule or minimize cost was apparent.	Marginal	No truly innovative approaches to streamline project schedule or minimize cost was apparent.	11.25	Excellent	45.00	BIM Identified.	Excellent	BIM Identified.	45.00
----	---	-----	----	------	------	---	------	---	-------	----------	-------	--	----------	--	-------	-----------	-------	-----------------	-----------	-----------------	-------

Master Technical Evaluation Template

RFP #: 20210018
 RFP Name: Consulting Services for a New Public Works Building
 Issuing Officer: Jason Bezak
 Date Reviewed:

Reminder - Do not change formulas in Validated Score columns.

Offeror Name
NOT SHORTLISTED - West Construction, Inc.

Average Initial Rating	323.75
Average Validated Score	323.75

Question and Point information entered in columns A - C will flow to other tabs. Evaluator names will flow to other tabs. Rows 12 thru 18 are hidden on all tabs. Do not unhide these rows. Do not change the formulas on these rows or the spreadsheet will not work.

Question Type	#	Question	Answer	Possible Points	Isai Chavez					Michael Enot					Roger Jacob							
					Initial Rating	Initial Score	Initial Comments	Validated Rating	Validated Comments	Validated Score	Initial Rating	Initial Score	Initial Comments	Validated Rating	Validated Comments	Validated Score	Initial Rating	Initial Score	Initial Comments	Validated Rating	Validated Comments	Validated Score
	1	Please provide all documentation needed for Location. Proposer's Location - Location shall mean a business which meets the following criteria: # of Miles from City Hall to Assigned Staff's Office location 0-60 Miles 61-80 Miles 81-100 Miles 101-120 Miles 121-140 Miles 140+ Miles	0-60 Miles	25	Excellent	25.00	Firm is located within 60 miles.	Excellent	Firm is located within 60 miles.	25.00	Excellent	25.00	Firm is located within 60 miles.	Excellent	Firm is located within 60 miles.	25.00	Excellent	25.00	Firm is located within 60 miles.	Excellent	Firm is located within 60 miles.	25.00
	2	Woman/Veteran/Minority Owned Business. Does the Primary firm hold a Minority Business Certification by the Florida Department of Management Services, as described in section 8 of the document? If so, please attach.	NO	25	Poor	0.00	West is not a minority business.	Poor	West is not a minority business.	0.00	Poor	0.00	West is not a minority business.	Poor	West is not a minority business.	0.00	Poor	0.00	West is not a minority business.	Poor	West is not a minority business.	0.00
	3	Executive summary. This section should include the Firm's overall concept of the working relationship that will be required to successfully complete this project. The proposer shall provide an executive summary narrative containing information that indicates an understanding of the overall need for and purpose of the services presented in the RFP.	See attached on additional documents	180	Poor	0.00	I did not find an executive summary. If there is one, applicant needs to do a better job of making it easier to find.			0.00	Poor	0.00	The proposal lacked a definitive understanding of team logistics.			0.00	Adequate	90.00				90.00
	4	Project plan. A project plan is a formal document designed to guide the control and execution of a project. A project plan is the key to a successful project and is the most important document that needs to be created when starting any business project. This should include any special concerns or accommodations needed for a successful project. The plan shall also include methods for planning, organizing, scheduling, coordinating, and administering the total effort. Explain the overall approach to the project. A submission of sample tables and graphs that are reflective of work typically performed by the consultant should be included in the proposal.	See attached on additional documents	180	Good	135.00	I did not think there methodology response was strong but there sample graph was a strong addition.			135.00	Poor	0.00	No executive summary of Project Management Plan (PMP) or Project Quality Control Plan (PQCP) was apparent.			0.00	Adequate	90.00				90.00
	5	Would it be feasible to purchase an existing warehouse or facility within the City for this use?	It all depends on the final program for the facility and finding a site and building that meets the needs of the City.	90	Marginal	22.50	A two sentence response is a weak answer unless it is able to describe the complexities and or benefits to purchasing an existing facility.			22.50	Marginal	22.50	Response did not answer the question. It only stated "sites and buildings can be analyzed to determine their feasibility".			22.50	Adequate	45.00				45.00
	6	What other sites should be considered for the new Public Works Building?	The other site selections shall be determined after the programming of the facility is finalized and the spatial needs of the project are determined.	90	Marginal	22.50	I understand the need to be cautious in a response before research or study has been performed but some initial research should have been done to answer this question or at least draw from experience to provide a thoughtful			22.50	Poor	0.00	Response did not answer the question, it only stated "other site selections shall be determined after the programming of the facility is finalized and the needs of the project are determined." Addendum 2 further clarified that desired response.			0.00	Marginal	22.50	Possibilities should have been listed.			22.50
	7	Why should the City select your firm for this work?	Our firm brings over 100 years of collective Professional experience in programming, planning, design and estimating of similar public facilities.	90	Marginal	22.50	Naming the amount of years of experience in certain categories and just listing them is not sufficient to make a case for hiring.			22.50	Marginal	22.50	The proposal states, "Our firm brings over 100 years of collective professional experience in programming, planning, design and estimating of similar public facilities."			22.50	Adequate	45.00				45.00
	8	What does your firm anticipate being the most challenging part of this project?	Site selection may be the most challenging part of the project, if one of the (3) proposed sites does not meet the needs of the City.	90	Marginal	22.50	The response could have expounded on why site selection would be the most challenging part, perhaps drawing on past experience to provide a thoughtful answer.			22.50	Adequate	45.00	Response indicated "site selection may be the most challenging part of the project.". No project specific challenges other than site selection were indicated such as schedule.			45.00	Adequate	45.00				45.00
	9	Provide a listing of firm's current contracts.	YES	25	Good	18.75	List of current contracts were provided. I appreciated the percentage of availability mentioned for each key staff member.			18.75	Adequate	12.50	A listing of current projects was provided.			12.50	Adequate	12.50				12.50

10	Please complete and attach Form 330 part I and II for evaluation of qualifications & staff/personnel.	YES	25	Adequate	12.50	Key staff past project were mentioned but not much in the way of how projects were relevant or highlighted experience.			12.50	Marginal	6.25	The* example projects* presented in the response did not convey the proposed subconsultants listed on under C Proposed TEAM have worked with the prime. No 330 information for any of the proposed subconsultants listed under C proposed TEAM were provided. Unable to determine who was PM on example projects 2 and 10 as both Stephanie and Jorge were shown as PM.			6.25	Adequate	12.50					12.50	
11	Value-added services. This term is used for non-core services, or, all services beyond the identified scope. Does the firm recommend any optional value-added services?	At this time, no optional value-added services have been identified.	45	Poor	0.00	Claiming there are no value-added services to provide is tantamount to not answering the question			0.00	Poor	0.00	Response indicated "no optional value added services have been identified"			0.00	Marginal	11.25	None listed.					11.25
12	Proposed Schedule. Making adjustment for issues that may arise during this project, what is your proposed schedule for this project? This section shall include a detailed breakdown and timelines for achieving the scope of work, with a delineation of assigned staff for each task associated with the project. Also include quality assurance efforts for the data collection and analysis tasks, a process for ensuring that no individual respondents will be identified, and a project timeline. The consultant must have sufficient equipment and personnel for back-up and/or emergencies to assure prompt scheduling and completion of services within the schedule. *Final project schedule will be negotiated with awarded firm	YES	45	Poor	0.00	As with the executive summary, I could not find this information. Applicant needs to do a better job organizing information.			0.00	Good	33.75				33.75	Adequate	22.50						22.50
13	Other Material. Please include any additional material that may assist the City in evaluating the proposals and approach to the project. Pre-printed advertisements, brochures, and promotional material may be attached as additional information, but shall not serve as a substitute for a specific response. Attachment of brochures instead of the written response request will be grounds for disqualification or devaluation. A simple "yes" or "no" answer alone will not be acceptable unless clearly requested; an explanation shall be provided for each question/issue listed in this response outline. However, clarity and brevity of presentation, not length, will be favorably considered	See attached project sheets on additional documents TAB	45	Poor	0.00	Printed material cannot serve as a substitute for a written response.			0.00	Poor	0.00	No formal response to question 13 provided.			0.00	Adequate	22.50						22.50

	14	Innovation. Please outline any tools in the firms "toolbox" that can be considered innovative and that have proven to benefit the successful completion of similar projects recently.	Our firm uses "REVIT" software to develop our projects. REVIT is a Building Information Modeling (BIM) software that allows for 3-dimensional coordination of the designs and identifies potential issues early on in the design process.	45	Adequate	22.50	Example of innovation is sufficient to answer question.			22.50	Marginal	11.25	The use of "REVIT" is common practice.			11.25	Excellent	45.00	BIM Identified.			45.00
--	----	---	---	----	----------	-------	---	--	--	-------	----------	-------	--	--	--	-------	-----------	-------	-----------------	--	--	-------