

RFP #: 20220038

RFP Name: Design & Permitting Services for the Hogpen Slough Trail Boardwalk & Shared Use Paths as part of the Village Green Corridor Revitalization Project

Issuing Officer: Jason Bezak  
Reviewed by: Jennifer Davis

Date Reviewed: 4/13/2022

Offeror Name: Stanlec Consulting

Question #	Question	Answer	Possible Points	Evaluator Rating	Line Score	Comments	Where to find info
1	Please provide all documentation needed for Location.	46 Miles from Stanlec's office to City Hall	25	Excellent	25.00	Within 60 miles from City Hall	Information
2	Minority/Veteran/Minority Owned Business: Does the Primary firm hold a Minority Business Certification by the Florida Executive summary. This section should include the Firm's overall concept of the working relationship that will be	NO	25	Poor	0.00	Not a Minority Business	N/A
3	Project plan: A project plan is a formal document designed to guide the control and execution of a project. A project	Attached as Attachment B.1: Executive	100	Excellent	100.00	Good Executive Summary	Attachment
4	What does your firm anticipate being the most challenging part of this project?	This response is included in the Project	100	Excellent	100.00	Thorough project plan provided	Attachment
5	Please provide a listing of firm's current contracts to include in the state of Florida.	Attached as Attachment B.3: Listing of	150	Excellent	150.00	Stanlec provided anticipated call Attachment	Attachment
6	Please complete and attach Form 330 part I and II for evaluation of qualifications & staff/resources.	Complete SF330 submitted as File #3	100	Excellent	100.00	Stanlec provided an extensive list Attachment	Attachment
7	Value-added services. This term is used for non-core services or all services beyond the identified scope. Does the	This response is included in the Project	50	Excellent	50.00	Stanlec provided several value-add Attachment	Attachment
8	Proposed Schedule. Making adjustment for issues that may arise during this project, what is your proposed schedule	Proposed Schedule is included in	100	Excellent	100.00	Accelerated project schedule provided Attachment	Attachment
9	Other Material: Please include any additional material that may assist the City in evaluating the process and	Attached as Attachment B.4: Other	25	Excellent	25.00	Stanlec provided additional other Attachment	Attachment
10	Innovation: Please outline any tools in the firm's "toolbox" that can be considered innovative and that have proven to	This response is included in the Project	100	Good	75.00	Stanlec could have been more of Attachment	Attachment
11	Explain the overall approach/method/technique of three (3) projects similar in scope that you have done in the past five	Attached as Attachment B.5: Overall	150	Excellent	150.00	Three relevant projects provided Attachment	Attachment
12	Does your firm have experience in the public engagement process for design development? If yes, please explain.	YES. This response is included in the	25	Good	18.75	Stanlec could have provided more Attachment	Attachment
13							
			<b>Total Score</b>	<b>943.75</b>			

RFP #: 20220038

RFP Name: Design & Permitting Services for the Hoggan Slough Trail Boardwalk & Shared Use Paths as part of the Village Green Corridor Revitalization Project

Issuing Officer: Jason Bezak

Reviewed by: ANDREINA N.

Date Reviewed: Slantec Consulting

Question #	Question	Answer	Total Score Possible Points	Evaluator Rating	Line Score	Comments	Where to find info
			500.00				
1	1. What is the firm's location? Please provide all documentation needed for location. Provide location, location shall mean a business which meets the following criteria: # of Miles from City Hall to: Assigned Staff's Office location 0-50 Miles 61-100 Miles 81-100 Miles 101-120 Miles 121-140 Miles	46 Miles from Slantec's office to City Hall 2056 Vista Pkwy #100, West Palm Beach, FL 33411	25	Excellent	25.00	Within 60 miles from City Hall	Information provided on the PSL Form, Attachment C, Page 51 in File #4
2	2. Management Services, as described in section 8 of the document, if so, please attach 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.	Attached as Attachment B.1: Executive Summary in File #4	100	Adequate	50.00		Attachment B.1, Page 19 of File #4
3	3. 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 normally undertaken by the consultant should be included in the proposal. What does your firm anticipate being the most challenging part of this project?	Attached as Attachment B.2: Project Plan and Schedule in File #4	100	Adequate	50.00		Attachment B.2, Page 20 of File #4
4	4. Provide a listing of firm's current contracts to include in the state of Florida.	This response is included in the Project Plan in Attachment B.2: Project Plan and Schedule under the header "Anticipated Project Challenges." Page 29 of File #4	150	Adequate	75.00		Attachment B.2, Page 29 of File #4
5	5. Please complete and attach Form 330 part I and II for evaluation of qualifications & staff/personnel	Attached as Attachment B.3: Listing of Current Contracts in FL, Page 34 of File #4	100	Adequate	50.00		Attachment B.3, Page 34 of File #4
6	6. 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?	Complete SF330 submitted as File #3	50	Adequate	25.00		Submitted as File #3
7	7. Proposed Schedule: Making adjustment for issues that may arise during this project, what is your proposed schedule for this project?	This response is included in the Project Plan in Attachment B.2: Project Plan and Schedule, Page 31 of File #4	50	Adequate	25.00		Attachment B.2, Page 33 of File #4
8	8. This section shall include a detailed breakdown and lineitems 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 completion and coordination of services within the schedule. Final source schedule will be provided with awarded contract and completion of services within the schedule. Other Material: Please include any additional material that may assist the City in evaluating the proposal 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. Attachments, charts, and graphs shall be clearly labeled, and all attachments shall be clearly identified in the response. Please outline any tools in the firm's toolbox that can be considered innovative and that have proven to benefit the successful completion of similar projects recently.	Proposed Schedule is included in Attachment B.2: Project Plan and Schedule, Page 31 of File #4	100	Adequate	50.00		Attachment B.2, Page 31 of File #4
9	9. This response is included in the Project Plan in Attachment B.2: Project Plan and Schedule under the header "Innovation." Page 32 of File #4	Attached as Attachment B.4: Other Material, Page 38 of File #4	25	Adequate	12.50		Attachment B.4, Page 38 of File #4
10	10. Explain the overall approach/method/technique of three (3) projects similar in scope that you have done in the past five years. Including internal project management objectives and criteria as well as any coordination and/or permitting with regulatory agencies at the Federal, State, County or Local level.	This response is included in the Project Plan in Attachment B.2: Project Plan and Schedule under the header "Public Engagement." Page 32 of File #4	100	Adequate	50.00		Attachment B.2, Page 32 of File #4
11	11. Does your firm have experience in the public engagement process for design development? If yes, please explain.	Attached as Attachment B.5: Overall Approach and Methodology from Past Experience, Page 42 of File #4	150	Adequate	75.00		Attachment B.5, Page 42 of File #4
12	12. Does your firm have experience in the public engagement process for design development? If yes, please explain.	YES. This response is included in the Project Plan in Attachment B.2 under the header "Public Engagement." Page 32 of File #4	25	Adequate	12.50		Attachment B.2, Page 32 of File #4
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RFP #: 20220038

RFP Name: Design & Permitting Services for the Hogpen Slough Trail Boardwalk & Shared Use Paths as part of the Village Green Corridor Revitalization Project

Issuing Officer: Jason Bezak

Reviewed by: Dan Mutschweck

Date Reviewed: 4/12/2022

Officer Name: Stanlec Consulting

Question #	Question	Answer	Total Score Possible Points	931.25	Evaluator Rating	Line Score	Comments	Where to find info
1	Does the Primary firm hold a Minority Business Certification by the Florida Department of Management Services, as described in section 8 of the document (i.e. Florida state)?	NO	25	Poor	0.00	Not a Minority Business	N/A	
2	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 proposal 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.	Attached as Attachment B.1: Executive Summary in File #4	100	Excellent	100.00	Well Done	Attachment B.1, Page 19 of File #4	
3	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 historically performed for the applicant identifies the applicant in the proposal.	Attached as Attachment B.2: Project Plan and Schedule in File #4	100	Excellent	100.00	All items addressed	Attachment B.2, Page 20 of File #4	
4	What does your firm anticipate being the most challenging part of this project?	This response is included in the Project Plan in Attachment B.2: Project Plan and Schedule under the header "Anticipated Project Challenges." Page 29 of File #4	150	Excellent	150.00	Slightly Generic	Attachment B.2, Page 29 of File #4	
5	Provide a listing of firm's current contracts to include in the state of Florida.	Attached as Attachment B.3: Listing of Current Contracts in FL, Page 34 of File #4	100	Excellent	100.00	Well Done	Attachment B.3, Page 34 of File #4	
6	Please complete and attach Form 330 part I and II for evaluation of qualifications & staff/personnel.	Complete SF330 submitted as File #3	50	Excellent	50.00	very experienced firm	Submitted as File #3	
7	Value-added services. This term is used for non-core services, or, all services beyond the identified scope. Does the firm incorporate any optional value-added services?	This response is included in the Project Plan in Attachment B.2 under the header "Additional Value Added Services." Page 33 of File #4	50	Good	37.50	complete design and construction	Attachment B.2, Page 33 of File #4	
8	Proposed Schedule. Making adjustment for issues that may arise during this project, what is your proposed schedule for this project?	Proposed Schedule is included in Attachment B.2: Project Plan and Schedule. Page 31 of File #4	100	Excellent	100.00	very Informative	Attachment B.2, Page 31 of File #4	
9	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 completion and continuity of service within the schedule. Critical project milestones will be specified within the schedule and consistently of each within the schedule. Critical project milestones will be specified within the schedule.	Attached as Attachment B.4: Other Material, Page 38 of File #4	25	Good	18.75	Well Done	Attachment B.4, Page 38 of File #4	
10	Other Material. Please include any additional material that may assist the City in evaluating the proposals and approach to the project. Pre-written 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 section. The information provided will be held in strict confidence and will be used solely for the purpose of evaluating the proposals. Please outline any tools in the firm's toolbox that can be considered innovative and that have proven to benefit the successful completion of similar projects recently.	This response is included in the Project Plan in Attachment B.2: Project Plan and Schedule under the header "Innovation." Page 32 of File #4	100	Good	75.00	Well Done	Attachment B.2, Page 32 of File #4	
11	Explain the overall approach/methodology of three (3) projects similar in scope that you have done in the past five years, including internal project management objectives and criteria as well as any coordination and/or permitting with regulatory agencies at the Federal, State, County or Local level.	Attached as Attachment B.5: Overall Approach and Methodology from Past Experience, Page 42 of File #4	150	Excellent	150.00	Well Done	Attachment B.5, Page 42 of File #4	
12	Does your firm have experience in the public engagement process for design development? If yes, please explain.	YES. This response is included in the Project Plan in Attachment B.2 under the header "Public Engagement." Page 32 of File #4	25	Excellent	25.00	The firm possesses the understanding	Attachment B.2, Page 32 of File #4	
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**RFP #:** 20220038  
**RFP Name:** Design & Permitting Services for the Hogen Slough Trail Boardwalk & Shared Use Paths as part of the Village Green Corridor Revitalization Project  
**Issuing Officer:** Jason Bezak  
**Reviewed by:** Jennifer Davis  
**Date Reviewed:** 4/13/2022  
**Offeror Name:** Martin Engineering

Question #	Question	Answer	Possible Points	Evaluator Rating	Line Score	Comments	Where to find info
1	Please provide all documentation needed for Location. Proposer's Location - Location shall mean a business which meets the following criteria: Woman/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. 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 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	0-60 Miles	25	Excellent	25.00	Within 60 miles from City Hall	MARLIN - Q#1
2	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? Proposed Schedule: Making adjustments for issues that may arise during this project, what is your proposed schedule for this project? Other Material: Please include any additional material that may assist the City in evaluating the proposer's and approach to the project. Pre-printed advertisements, brochures, and promotional material may be attached as innovation. Please outline any tools or the firm's toolbox that can be considered innovative and that have proven to benefit the successful completion of similar projects recently.	YES	25	Excellent	25.00	Verified as a Minority Business Well outlined Executive Summary	MARLIN - Q#2 MBC Certification MARLIN - Q#3
3	What does your firm anticipate being the most challenging part of this project?	YES	100	Excellent	100.00	In general, Project Plan is good	Executive MARLIN - Q#4
4	Provide a listing of firm's current contracts to include in the state of Florida.	YES	150	Excellent	150.00	Addressed anticipated challenge	Project Plan MARLIN - Q#5
5	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? Proposed Schedule: Making adjustments for issues that may arise during this project, what is your proposed schedule for this project? Other Material: Please include any additional material that may assist the City in evaluating the proposer's and approach to the project. Pre-printed advertisements, brochures, and promotional material may be attached as innovation. Please outline any tools or the firm's toolbox that can be considered innovative and that have proven to benefit the successful completion of similar projects recently.	YES	100	Excellent	100.00	Provided listing of relevant current	Challenge MARLIN - Q#6
6	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? Proposed Schedule: Making adjustments for issues that may arise during this project, what is your proposed schedule for this project? Other Material: Please include any additional material that may assist the City in evaluating the proposer's and approach to the project. Pre-printed advertisements, brochures, and promotional material may be attached as innovation. Please outline any tools or the firm's toolbox that can be considered innovative and that have proven to benefit the successful completion of similar projects recently.	YES	50	Excellent	50.00	MARLIN provided extensive personnel with extensive b	Current MARLIN - Q#8
7	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? Proposed Schedule: Making adjustments for issues that may arise during this project, what is your proposed schedule for this project? Other Material: Please include any additional material that may assist the City in evaluating the proposer's and approach to the project. Pre-printed advertisements, brochures, and promotional material may be attached as innovation. Please outline any tools or the firm's toolbox that can be considered innovative and that have proven to benefit the successful completion of similar projects recently.	YES	100	Excellent	100.00	Well defined schedule, but a little	Value-added MARLIN - Q#9
8	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? Proposed Schedule: Making adjustments for issues that may arise during this project, what is your proposed schedule for this project? Other Material: Please include any additional material that may assist the City in evaluating the proposer's and approach to the project. Pre-printed advertisements, brochures, and promotional material may be attached as innovation. Please outline any tools or the firm's toolbox that can be considered innovative and that have proven to benefit the successful completion of similar projects recently.	YES	25	Excellent	25.00	MARLIN provided extensive ac	Proposed MARLIN - Q#10
9	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? Proposed Schedule: Making adjustments for issues that may arise during this project, what is your proposed schedule for this project? Other Material: Please include any additional material that may assist the City in evaluating the proposer's and approach to the project. Pre-printed advertisements, brochures, and promotional material may be attached as innovation. Please outline any tools or the firm's toolbox that can be considered innovative and that have proven to benefit the successful completion of similar projects recently.	YES	100	Excellent	100.00	Numerous items noted for inn	Other Material MARLIN - Q#11
10	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? Proposed Schedule: Making adjustments for issues that may arise during this project, what is your proposed schedule for this project? Other Material: Please include any additional material that may assist the City in evaluating the proposer's and approach to the project. Pre-printed advertisements, brochures, and promotional material may be attached as innovation. Please outline any tools or the firm's toolbox that can be considered innovative and that have proven to benefit the successful completion of similar projects recently.	YES	150	Excellent	150.00	Project Scopes provided, but c	Innovation MARLIN - Q#12
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? Proposed Schedule: Making adjustments for issues that may arise during this project, what is your proposed schedule for this project? Other Material: Please include any additional material that may assist the City in evaluating the proposer's and approach to the project. Pre-printed advertisements, brochures, and promotional material may be attached as innovation. Please outline any tools or the firm's toolbox that can be considered innovative and that have proven to benefit the successful completion of similar projects recently.	YES	25	Excellent	25.00	MARLIN provided evidence of	Approach to MARLIN - Q#13
12	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? Proposed Schedule: Making adjustments for issues that may arise during this project, what is your proposed schedule for this project? Other Material: Please include any additional material that may assist the City in evaluating the proposer's and approach to the project. Pre-printed advertisements, brochures, and promotional material may be attached as innovation. Please outline any tools or the firm's toolbox that can be considered innovative and that have proven to benefit the successful completion of similar projects recently.	YES	25	Excellent	25.00	MARLIN provided evidence of	Approach to MARLIN - Q#13
13	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? Proposed Schedule: Making adjustments for issues that may arise during this project, what is your proposed schedule for this project? Other Material: Please include any additional material that may assist the City in evaluating the proposer's and approach to the project. Pre-printed advertisements, brochures, and promotional material may be attached as innovation. Please outline any tools or the firm's toolbox that can be considered innovative and that have proven to benefit the successful completion of similar projects recently.	YES	25	Excellent	25.00	MARLIN provided evidence of	Approach to MARLIN - Q#13

Total Score 1000.00

**RFP #:** 20220038  
**RFP Name:** Design & Permitting Services for the Hogpen Slough Trail Boardwalk & Shared Use Paths as part of the Village Green Corridor Revitalization Project  
**Issuing Officer:** Jason Bezak  
**Reviewed by:** #BEEI ANDREW N.  
**Date Reviewed:**  
**Offeror Name:** Martin Engineering

Question #	Question	Answer	Total Score	Possible Points	Evaluator Rating	Line Score	Comments	Where to find info
			562.50					
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	Within 60 miles from City Hall	MARLIN - Q#1 Map Location
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.	YES		25	Excellent	25.00	Verified as a Minority Business.	MARLIN - Q#2 MBE Certificate
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. 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		100	Adequate	50.00		MARLIN - Q#3 Executive Summary MARLIN - Q#4 Project Plan
4	What does your firm anticipate being the most challenging part of this project?	YES		150	Adequate	75.00		MARLIN - Q#5 Challenging
5	Provide a listing of firm's current contracts to include in the state of Florida.	YES		100	Adequate	50.00		MARLIN - Q#6 Current Contracts
6	Please complete and attach Form 330 part I and II for evaluation of qualifications & staff/personnel.	YES		50	Adequate	25.00		MARLIN - Q#8 Value-added Services
7	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		50	Good	37.50	Well Done	MARLIN - Q#8 Value-added Services
8	Proposer's Schedule. Meaning justification for issues that may arise during this project. What is your proposed schedule for this project?	YES		100	Adequate	50.00		MARLIN - Q#9 Proposed Schedule
9	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. 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		25	Adequate	12.50		MARLIN - Q#10 Other Material
10	Innovation. Please outline any work in the firm's "toolbox" that can be considered innovative and that have proven to benefit the successful completion of similar projects recently.	YES		100	Good	75.00	Good Examples	MARLIN - Q#11 Innovations
11	Explain the overall approach/method/technique of three (3) projects similar in scope that you have done in the past five years, including internal project management objectives and criteria as well as any coordination and/or permitting with regulatory agencies at the Federal, State, County or Local level.	YES		150	Adequate	75.00		MARLIN - Q#12 Approach to 3 Similar Projects
12	Does your firm have experience in the public engagement process for design development? If yes, please explain.	YES		25	Adequate	12.50		MARLIN - Q#13 Public Involvement Process

**RFP #:** 20220038  
**RFP Name:** Design & Permitting Services for the Hogpen Slough Trail Boardwalk & Shared Use Paths as part of the Village Green Corridor Revitalization Project  
**Issuing Officer:** Jason Bezak  
**Reviewed by:** Dan Muschweck  
**Date Reviewed:** 4/12/2022  
**Offeror Name:** Martin Engineering

Question #	Question	Answer	Possible Points	Evaluator Rating	Line Score	Comments	Where to find info
			<b>Total Score</b>	<b>968.75</b>			
1	Please provide all documentation needed for location. Proposer's Location - Location shall mean a business which meets the following criteria: 0-60 Miles 61-80 Miles 81-100 Miles 101-120 Miles 121-140 Miles 140+ Miles	0-60 Miles	25	Excellent	25.00	Within 60 miles from City Hall	MARLIN - Q#1 Map Location
2	Woman/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.	YES	25	Excellent	25.00	Verified as a Minority Business.	MARLIN - Q#2 MBE Certificate
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. 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	100	Good	75.00	Not directly addressed but expected	MARLIN - Q#3 Executive Summary MARLIN - Q#4 Project Plan
4	What does your firm anticipate being the most challenging part of this project?	YES	150	Excellent	150.00	Did not address this question	MARLIN - Q#5 Challenging
5	Provide a listing of firm's current contracts to include in the state of Florida.	YES	100	Excellent	100.00	Did not provide requested information	MARLIN - Q#6 Current Contracts
6	Please complete and attach Form 330 part I and II for evaluation of qualifications & staff/personnel.	YES	50	Excellent	50.00	Staff has extensive experience	MARLIN - Q#8 Value-added Services
8	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? Proposed Schedule. Including adjustments for issues that may arise during this project. What is your proposed schedule for this project?	YES	100	Excellent	100.00	Projected schedule was not provided	MARLIN - Q#9 Proposed Schedule
9	This section shall include a detailed breakdown and timelines for achieving the scope of work, with a definition 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 established with awarded firm." 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	25	Good	18.75	would like to have seen approach	MARLIN - Q#10 Other Material
10	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	100	Excellent	100.00	Project Team is well versed in innovations	MARLIN - Q#11 Innovations
12	Explain the overall approach/technique of three (3) projects similar in scope that you have done in the past five years, including internal project management objectives and criteria as well as any coordination and/or permitting with regulatory agencies at the Federal, State, County or Local level.	YES	150	Excellent	150.00	Staff has completed many similar projects	MARLIN - Q#12 Approach to 3 Similar Projects
13	Does your firm have experience in the public engagement process for design development? If yes, please explain.	YES	25	Excellent	25.00	A Media Relation Group was utilized	MARLIN - Q#13 Public Involvement Process