



# INTEROFFICE MEMORANDUM

**TO:** Felicia Strong-Whitaker, Director  
Department of Purchasing & Contract Compliance

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** October 26, 2022

**PROJECT:** 22RFP134460K-JAJ Professional Services for Airport Consulting Engineers

In accordance with the Purchasing Code, a duly appointed Evaluation Committee has reviewed the proposals submitted in response to the above-reference project on behalf of the Public Works Department.

Four (4) qualified firms submitted proposals for evaluation and consideration for award of this project:

1. Goodwyn Mills Cawood, LLC
2. Holt Consulting Company, LLC
3. Michael Baker International, Inc.
4. Crawford Murphy & Tilly, Inc.

After review of the technical proposal the following firms were short-listed:

1. Michael Baker International, Inc.
2. Crawford Murphy & Tilly, Inc.

After review, evaluation and consideration of all available information related to the requirements and evaluation criteria of the RFP, the Evaluation Committee has determined that the proposal submitted by Michael Baker International, Inc. with a total score of 89.58% is the recommended vendor for the award of 22RFP134460K-JAJ Professional Services for Airport Consulting Engineering.

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The Evaluation Committee members attest that each member scored each proposal independently in accordance with the evaluation criteria set forth in the Request for Proposal and that their individual score is a part of the final scores in the attached Evaluation Matrix.

**SELECTION COMMITTEE MEMBERS:**

DocuSigned by:

*David Clark*

David Clark, Director  
Public Works Department

DocuSigned by:

*Jonathan Gauthier*

Jonathan Gauthier, Assistant Airport Manager  
Public Works Department

DocuSigned by:

*Willie Franklin*

Willie Franklin, Assistant Airport Manager  
Public Work Department

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<b>EVALUATION CRITERIA</b>	<b>WEIGHT</b>	<b>Crawford Murphy Tilly Inc.</b>	<b>Michael Baker, Internati onal, Inc.</b>	[Inse rt Vend or Nam e]	[Insert Vendor Name]	[Insert Vendor Name]	[Insert Vendor Name]	[Insert Vendor Name]	[Insert Vendor Name]	[Insert Vendor Name]	[Insert Vendor Name]
Project Plan/ Approach to Work	<b>20.00%</b>	<b>20.00%</b>	<b>18.33%</b>								
Qualifications of Key Personnel	<b>20.00%</b>	<b>20.00%</b>	<b>18.33%</b>								
Relevant Project Experience	<b>25.00%</b>	<b>18.75%</b>	<b>20.83%</b>								
Past Performance on Previous Contracts Similar in Nature	<b>20.00%</b>	<b>15.00%</b>	<b>18.33%</b>								
Availability of Key Personnel	<b>15.00%</b>	<b>13.75%</b>	<b>13.75%</b>								
<b>TOTAL SCORE:</b>	<b>0.00</b>	<b>87.50%</b>	<b>89.58%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

*\*To sum Total Score columns highlight the row and press F9*