



# INTEROFFICE MEMORANDUM

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

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** July 1<sup>st</sup>, 2025

**PROJECT:** #25RFP146925K-DB; Lead and Copper Field Service Investigation

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 Department of Public Works.

Three (3) qualified firms submitted proposals for evaluation and consideration for award of this project:

1. CDM Smith, Inc.
2. Electro Scan Inc.
3. Stantec

After review and scoring of the Technical Proposal, only two (2) of the three (3) qualified firms were found to be reasonably susceptible for award. Oral Interviews were continued with the following two firms:

1. CDM Smith, Inc.
2. Stantec

After review, evaluation and consideration of all available information related to the requirements and evaluation criteria of the RFP, including Oral Interviews with highest ranking firms, the Evaluation Committee has determined that the proposal submitted by **CDM Smith, Inc.** with a total score of **87.60** is the recommended vendor for the award of #25RFP14692K-DB; Lead and Copper Field Service Investigation.

Evaluation Committee Recommendation Letter  
July 1<sup>st</sup>, 2025  
Page | 2

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:

*Anna Skipper*

Anna Skipper, Professional Engineer, Senior  
Public Works

Signed by:

*Patrick Person*

Patrick Person, Water Distributions System Manager  
Public Works

DocuSigned by:

*Timothy Mullen*

Timothy Mullen, Engineering Administrator  
Public Works

EVALUATION CRITERIA	WEIGHT	CDM Smith, Inc.	Stantec
Project Plan/Approach to Work	35	32.08	26.25
Qualifications of Key Personnel	20	20	18.33
Relevant Project Experience/Past Performance	20	20	18.33
Availability of Key Personnel	3	2.75	2.25
Local Preference	5	5	5
Service Disabled Veterans Preference	2	0	0
Cost Proposal	15	7.77	15
<b>TOTAL SCORE:</b>	<b>100.00</b>	<b>87.60</b>	<b>85.16</b>

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