



INTEROFFICE MEMORANDUM

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

FROM: Evaluation Committee Recommendation Letter

DATE: October 19, 2022

PROJECT: 22RFP148596K-BKJ, Airport Planning and Environmental Consulting Services

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 Finance Department.

Two (2) qualified firms submitted proposals for evaluation and consideration for award of this project:

1. Crawford Murphy & Tilly
2. Michael Baker International

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** with a total score of **91.67**, is the recommended vendor for the award of 22RFP148596K-BKJ, Airport Planning and Environmental Consulting Services.

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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

DocuSigned by:

Jonathan Gauthier

Jonathan Gauthier

Assistant Airport Manager

DocuSigned by:

Willie Franklin

Willie Franklin

Assistant Airport Manager

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EVALUATION CRITERIA	WEIGHT	CRAWFORD MURPHY & TILLY	MICHAEL BAKER INTERNATIONAL
Qualifications of Key Personnel	20%	16.67	20.00
Soundness of Approach	5%	4.58	4.17
Efficiency	10%	7.50	7.50
Integrity	15%	13.75	12.50
Availability	5%	4.17	4.17
Adaptability	5%	4.17	4.58
Fiscal Responsibility	10%	7.50	10.00
Regulatory Knowledge	15%	13.75	15.00
Innovation	5%	4.58	4.58
Customer Focus	10%	10.00	9.17
TOTAL SCORE:	100%	86.67	91.67