



INTEROFFICE MEMORANDUM

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

FROM: Evaluation Committee Recommendation Letter

DATE: January 20, 2024

PROJECT: 23RFP138733K-BKJ, Standby Professional Services for Facilities Related Planning, Design, Engineering and Assessments - Architectural & Engineering 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.

Seventeen (17) qualified firms submitted proposals for evaluation and consideration for award of this project:

1. ASD | SKY
2. Brink Design
3. Heery + Russell
4. Cooper Carry
5. Fitzgerald Collaborative
6. Goodwyn, Mills and Cawood
7. Jones Engineering, LLC
8. KHAFRA Engineering
9. McAfee3 Architects
10. PGAL
11. Pieper O'Brien Herr Architects
12. Praxis3
13. Prime Engineering, Inc.
14. Sizemore Group
15. TCHOUAFFE Architects, Inc.
16. Wiley | Wilson
17. WSP USA Environment & Infrastructure

After review of the technical proposals the following firms were short-listed.

1. Wiley | Wilson
2. Sizemore Group
3. Prime Engineering, Inc.
4. WSP USA Environment & Instructure, Inc.
5. KHAFRA Engineering
6. PGAL
7. Heery + Russell

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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

- | | |
|------------------------------|-----------------|
| 1. Sizemore Group | (91.35%) |
| 2. KHAFRA Engineering | (88.83%) |
| 3. Heery + Russell | (87.44%) |
| 4. WSP USA | (87.36%) |

are the recommended vendor for the award of 23RFP138733K-BKJ, Standby Professional Services for Facilities Related Planning, Design, Engineering and Assessments - Architectural & Engineering 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:



John W. Adams

Administrator

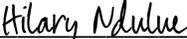
DocuSigned by:



Zewdie Bekele

Project Manager

DocuSigned by:



Hilary Ndulue

Project Manager

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EVALUATION CRITERIA	WEIGHT	WILEY WILSON	SIZEMORE GROUP	PRIME ENGINEERING, INC.	WSP USA ENVIRONMENT & INFRASTRUCTURE INC.	KHAFRA ENGINEERING
Technical Approach	20%	16.67%	20.00%	18.33%	18.33%	16.67%
Qualifications of Key Personnel	20%	15.00%	18.33%	18.33%	18.33%	18.33%
Relevant Project Experience/Past Performance	20%	16.67%	18.33%	18.33%	18.33%	18.33%
Availability of Key Personnel	15%	12.50%	12.50%	11.25%	12.50%	12.50%
Local Preference	5%	5.00%	5.00%	5.00%	5.00%	5.00%
Service-Disabled Veterans Preference	2%	0.00%	0.00%	0.00%	0.00%	0.00%
Cost Proposal	18%	15.86%	17.19%	16.84%	14.86%	18.00%
TOTAL SCORE:	100%	81.70%	91.35%	86.42%	87.36%	88.83%

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EVALUATION CRITERIA	WEIGHT	PGAL	HEERY + RUSSELL
Technical Approach	20%	16.67%	16.67%
Qualifications of Key Personnel	20%	18.33%	18.33%
Relevant Project Experience/Past Performance	20%	18.33%	18.33%
Availability of Key Personnel	15%	12.50%	11.25%
Local Preference	5%	5.00%	5.00%
Service-Disabled Veterans Preference	2%	0.00%	0.00%
Cost Proposal	18%	14.64%	17.85%
TOTAL SCORE:	100%	85.47%	87.44%