



# INTEROFFICE MEMORANDUM

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

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** April 29<sup>th</sup>, 2024

**PROJECT:** #24RFP140569K-DB; MS4 NPDES Permit Management Oversight & Administration

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.

Seven (7) qualified firm submitted a proposal for evaluation and consideration for award of this project:

1. Goodwyn Mills Cawood, LLC.
2. Integrated Science & Engineering
3. Jones Engineering, LLC.
4. NOVA Engineering & Environmental
5. R2T, Inc.
6. Riverbend Environmental, Inc.
7. Suburban Consulting Engineers, 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 **R2T, Inc.** with a total score of **93.44** is the recommended vendor for the award of #24RFP140569K-DB; 2024 MS4 NPDES Permit Management Oversight and Administration.

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:**



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Nick Ammons, Deputy Director  
Public Works



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Patrick Person, Water Distributions System Manager  
Public Works



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Adriana Bustillos, Engineering Administrator  
Public Works



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Sean Rhett, Environmental Quality Specialist  
Public Works

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<b>EVALUATION CRITERIA</b>	<b>WEIGHT</b>	<b>Goodwyn Mills Cawood, LLC.</b>	<b>Integrated Science &amp; Engineering</b>	<b>Jones Engineering, LLC</b>	<b>NOVA Engineering &amp; Environment</b>	<b>R2T, Inc.</b>	<b>Riverbend Environmental, Inc.</b>	<b>Suburban Consulting Engineers Inc</b>
<b>Project Approach</b>	<b>25</b>	<b>23.44</b>	<b>17.19</b>	<b>7.81</b>	<b>21.88</b>	<b>25</b>	<b>7.81</b>	<b>14.06</b>
<b>Project Team Qualifications/Qualifications of Key Personnel</b>	<b>25</b>	<b>20.31</b>	<b>20.31</b>	<b>10.94</b>	<b>18.75</b>	<b>25</b>	<b>12.50</b>	<b>18.75</b>
<b>Relevant Project Experience</b>	<b>20</b>	<b>16.25</b>	<b>16.25</b>	<b>6.25</b>	<b>13.75</b>	<b>20</b>	<b>7.50</b>	<b>11.25</b>
<b>Availability of Key Personnel</b>	<b>8</b>	<b>6</b>	<b>5.50</b>	<b>2.50</b>	<b>5.50</b>	<b>7</b>	<b>4.50</b>	<b>3</b>
<b>Local Preference</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>
<b>Service Disabled Veterans Preference</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cost Proposal</b>	<b>15</b>	<b>6.39</b>	<b>8.69</b>	<b>.16</b>	<b>7.44</b>	<b>11.44</b>	<b>15.00</b>	<b>9.47</b>
<b>TOTAL SCORE:</b>	<b>100.00</b>	<b>77.39</b>	<b>67.94</b>	<b>27.66</b>	<b>67.32</b>	<b>93.44</b>	<b>47.31</b>	<b>61.53</b>

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