



INTEROFFICE MEMORANDUM

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

FROM: Evaluation Committee Recommendation Letter

DATE: November 25, 2025

PROJECT: 25RFP450816K-JAJ Flow Monitoring Services & Infiltration/Inflow Program Management

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

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

1. RJN Group, Inc
2. Carollo 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 RJN Group, Inc. with a total score of 85.41, is the recommended vendor for the award of 25RFP450816K-JAJ Flow Monitoring Services & Infiltration/Inflow Program Management.

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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:




Anna Skipper, P.E.
Public Works Department



Alberto Bechara, Engineering
Administrator
Public Works Department



Brandon Ward, Engineer II
Public Works Department



Travis Proctor, Superintendent
Public Works Department

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EVALUATION CRITERIA	WEIGHT	RJN Group, Inc.	Carollo Engineers, Inc.	
Project Plan	25%	21.87	20.31	
Qualifications of Key Personnel	25%	23.43	18.75	
Relevant Project Experience/Past Performance	23%	20.12	17.25	
Availability of Key Personnel	5%	3.75	3.75	
Local Preference	5%	5.00	0.00	
Service-Disabled Veterans Preference	2%	0.00	0.00	
Cost Proposal	15%	11.24	15.00	
TOTAL SCORE:	100.00	85.41	75.06	

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